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Mission to Rwanda**

**Contract #: AEP-I-00-00-00013-00; Task Order 801  
Title: Institutional Development to the Rwandan Ministry of Justice  
Strategic Objective #01: Increased Rule of Law and Transparency in  
Government**

**Technical Assistance Mission**

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Inc.**

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Task 1. Automate and adapt the accounting, budgeting, payment and inventory services to the COMSYS system.

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Task 3. Complete administrative procedures manuals for the services of planning, human resources, finance, inventory, stock, supply and data collection .....

List of Acronyms.....

## **- Introduction**

The report by BAREMA consultant Mudenge Edouard covers the period from April 30 to August 31, 03. During this period the consultant could search for the required information corresponding to the task descriptions.

According to the tasks assigned to the consultant, the work is divided into the following 3 large parts:

- Task 1. Automate and adapt the accounting, budget, wage and inventory services to the COMSYS system.
- Task 2. Complete the task descriptions defined in the organizational framework and the one by consultant Irina Balta from 12/12/01 to 06/12/02.
- Task 3. Complete the administrative procedures manuals of services of Planning, Human Resources, Finance, Inventory, stock, supply and data collection.

## **Methodology used**

The method used to draft this work is to divide the redaction of this report into 3 large parts cited above according to the task descriptions defined in tasks assignments given to the consultant. For this, each part will have the introduction, the description performed on work as well as the annexes.

**Task 1. Automate and adapt the services of accounting, budget, wages and inventory to the COMSYS system.**



## **Introduction**

MINIJUST has benefited during this entire period from a complete network which permits linking the Ministry to all Public Prosecutor's departments of the Rwandan Republic. This system has also facilitated a lot of tasks within the internal network of the Ministry.

The task assigned to Consultant Barema Edouard is to see whether the following tasks can be realized:

- Adapt, the program used for the budget, accounting and wages to the COMSYS network.
- Work with the person responsible for the budget and the accounting while working out a program which will allow them to facilitate their routine tasks within their services.
- Review the problems faced by the use of the program which permits performing the inventory installed by Alpha Soft under the MSD directives
- Also assist the personnel administrator to automate their tasks.

In this report we are going to restrict ourselves only to the above-cited options, the other tasks entrusted to the consultant will be detailed in the next report.

### ***Task 1.1 Adapt the budget program on the COMSYS network***

After reviewing the operation of the program which the Ministry uses for the budget and its operation, we noted that this program is protected by MINECOFIN due to the sensitivity of this program. The person assigned to use this program is Chantal; she uses an access code which restricts access to others under the programs options. The data used by MINIJUST does not need to be shared by other users.

After a discussion with Chantal, because she is responsible for the budget and the accounting, she made the following recommendations to automate the routine tasks that she performs:

### ***Task 1.2. Automate the budget services.***

#### **Budget**

The program used by MINIJUST is a program installed by MINECOFIN and used by all the Rwandan Ministries, this program cannot be changed or improved or installed on the MINIJUST COMSYS system. The manner in which the program operates is self contained. Any modification to the program is made by MINECOFIN alone.

## **Accounting**

After the interview with Chantal she recounted her need to have a program which will allow her to automate management of bank accounts and petty cash.

### **Bank accounts**

The MINIJUST manages 3 banking accounts at the Banque Nationale du Rwanda (BNR) (National Bank of Rwanda). According to the MINECOFIN requirements the ministry must not have more than 3 accounts. Because of this, the financing management is difficult to perform originating from several sub-projects. So as to provide for these requirements, MINIJUST has 3 accounts at the BNR, but in order to manage these accounts better MINIJUST has created other sub accounts used for internal management of the Ministry. These accounts and sub-accounts are the following:

- ❖ Account 1201251 Representation Costs
  - 12012511 ACCT (TPIR)
  - 12012512 Agency of French speaking countries
  - 12012513 Coopération Suisse
  - 12012514 Representation costs
  - 12012515 Ireland
  - 12012516 J. Hopkins University
  - 12012517 Gacaca program
  - 12012518 Legislative reform
  - 12012519 TPIR
- ❖ Account 1201269 Mission costs
  - 12012691 Fuel
  - 12012692 Water and electricity
  - 12012693 Mission costs inside the Country
  - 12012694 Consultants salaries
  - 12012695 Staff adjustment of salaries
- ❖ Account 1202612 Bonus for judicial staff and military tribunal
  - This account has no sub accounts, and is rarely used

### **Method used for management of bank accounts:**

- MINECOFIN disburses to the MINIJUST account the amount foreseen on their accounts at the Banque Nationale du Rwanda (BNR)



- The BNR gives transfer slips and extracts showing the movements made on the account
- When the data reach MINIJUST, they are entered in a ledger
- For each check issued the operation is also entered in the ledger held by Chantal and Denise

*How to verify the situation of one sub account e.g. Gacaca*

- Check extracts showing the location of the account at the BNR
- Go into the ledger, so as to calculate manually the operations made on this account
- Calculate the balance of these sub accounts

*To verify this operation can easily take an hour or two.*

### **Proposed solution**

- Prepare a program which will permit automating management of the banking accounts in Microsoft Access 2000

### **Advantage of the program**

- This program will permit the user to automate reports, you will find in Annex A the different reports which this program can generate
- Simple and direct calculation of balances of each sub account

*To verify these operations, it can take some seconds when all operations are entered.*

### **Petty Cash management**

The MINIJUST petty cash is a cash fund which is provided with a sum of two hundred thousand francs per month. This fund is supplied from money coming from the different projects of the previously enumerated sub-accounts in the portion corresponding to the bank accounts.

At the time of withdrawing of the money from the bank to the petty cash box this operation is entered in a ledger suitable for this operation, this amount is recorded in the Entry column. When this sum is spent the amount is entered in the Outgoing column.

To find the outlays for a very specific period this operation takes several minutes. For that, we have proposed the following solution:

- Prepare a program for the petty cash management in Microsoft Access

You will find details of this program in Annex.

### ***Task 1.3      Tracking of the stock, inventory and transport management program.***

MINIJUST is provided with a stock management and inventory program. This program allows the MINIJUST to:

- Perform the inventory management of the stock of all MINIJUST assets,
- Perform the management of permanent and temporary assets,
- Perform the transport management.

### **Operation of the program**

This program is used by the person responsible for the stock (Immaculé) as well as the person responsible for the transport (Faustin)

### **Stock**

Data are entered by the person responsible for the stock; s/he does not have any problem in handling the program except for the data volume to enter.

### **Transport**

Regarding the handling of the program, the person responsible for transport, has confirmed to us that there is no problem in the manipulation of this program, and when there is need for assistance, Alpha Soft intervenes at the desired moment. The information volume is high that is the only setback conveyed to me.

The person responsible for this program must take time to complete data in the program because data entries are not up to date.

#### ***Task 1.4 Assist the personnel department to automate their tasks.***

The MINIJUST wages are prepared by Perrine. The task set by MINIJUST is to develop lists of wages and send it to MIFOTRA (Ministry of Public Service and Labor).

The models of tables used by this service are sufficient in short to be able to enter the data sent to the MIFOTRA; the only recommendation to make is to make a computer available to this service, which will permit them to update their data in a regular fashion.

### **Partial recommendations by the MSD**

- The budget and the accounting service needs a computer for themselves to be able to use the program which will perform the management of the bank accounts and petty cash. The computer specifications are the following:
  - Pentium IV Computer 1.7 GHz, 128 RAM, hard drive 40Gb, 15" color Monitor, network card, Full multimedia,
  - 700 VA Inverter

The personnel service, also (needs) a computer for themselves with the same specifications quoted above. Because in their services they require a computer which will permit the usage of data covering wages and personnel management.

### **Remarks**

At the time of writing of this last report, we have to thank MSD because, recommendations made above have been taken into consideration because the accounting and the personnel service now have new computers on which, the data bases cited above are installed.

For the details of two programs see Annex A for the bank accounts management and Annex B for the petty cash management.

# **Annex A**

Users manual  
for

# Bank account management program

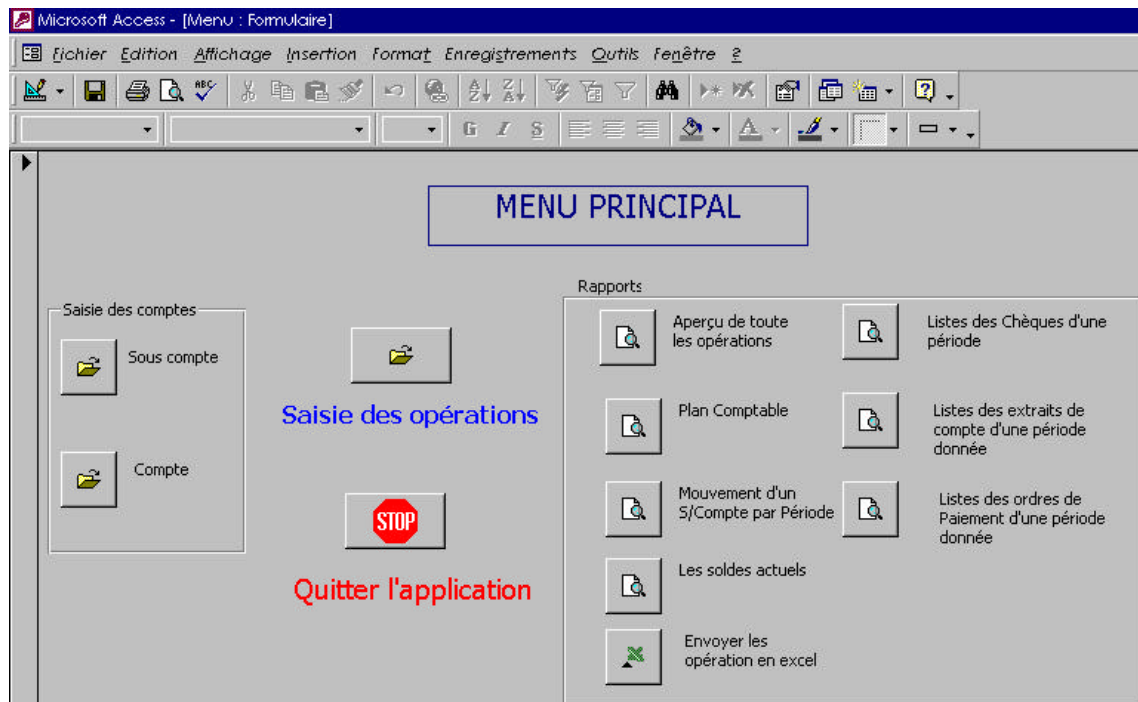
# Bank Account Management Program

This management program will permit the MINIJUST agents to perform proper management and sound tracking of the bank accounts and sub-accounts.

This program is written in Microsoft Access 2000.

## Starting the program

- Double click on the Short icon for expenses
- And the following menu appears



[ANNOTATION]

MAIN MENU			
Entry of accounts		Reports	
	<b>Entry of operations</b>	View of all operations	List of checks for a period
Sub account		Accounting plan	Lists of extract from an account for a given period
Account	<b>Exit application</b>	Movement on a sub-account for a period	List of payment orders for a given period.
		Current balances	
		Send the operations in Excel	

## **Menu explanation**

- **Entry of accounts**
  - o Entry of sub-accounts
  - o Entry of accounts
- **Entry of operations**
- **Exit the application**
  - o By clicking on the icon “exit from application”, this allows exiting from the program and returning to the starting point of the Windows menu.
- **Reports**



## Account Entry

In this menu we have the possibility to enter the Sub Accounts and accounts.  
The MOJ uses three accounts at the BNR (Banque Nationale du Rwanda)

These accounts are the following:

- Account number 1201251 Representation costs
- Account number 1201269 Mission costs
- Account number 1202612 Bonus for judicial staff and military tribunal

### Procedure to enter accounts

- Double click on the Shortcut icon “Expenses”
- Click on the “Account” icon
- In the menu which appears type the account number
- Click in the “Account Name” field, type the label of this account
- Click on “Add” to add the tracking of an account or on “Delete” to delete the account to be deleted
- Click on “Close” at the end of the entry

Saisie des comptes

Numéro de compte 1201251

Nom du Compte Frais de représentation

Ajouter Supprimer Fermer

Enr : 1 sur 3

- Click on above icons in order to scan through the records

[annotation]

## Accounts Entry

Account Number

Account Name

Add

Delete




Close

## Entry of sub accounts

- Double click on the Shortcut icon “Expenses”
- Click on the “Sub-Account” icon
- In the menu which appears type the Sub-account number
- Click in the Field “Sub-account Name”, type the label of this Sub account
- Select the Account Number corresponding to the Sub-account
- In the “Sub-account Balance” field type the initial balance of the Sub-account
- Click on “Add” to add the tracking of the Sub-accounts or “Delete” to delete the Sub-account to be deleted
- Click on “Close” at the end of the entry

**Saisie des sous comptes**

Numéro du S/Compte: 12012511  
Nom du S/Compte: ACCT (TPIR)  
Numéro du compte: 1201251  
Balance du S/Compte: -10000

Ajouter      Supprimer      Fermer

Enr: 14      1      sur 14

[annotation]

## Entry of sub-accounts

Sub-account number  
Sub-account name  
Account Number  
Sub-account balance

Add

Delete

Close

N.B.

- At the end of entering the accounts and sub-accounts the program is ready at last to be able to enter daily movements in the menu option “Entry of accounting operations”.
- Regarding the entry of accounts and sub-accounts, it is not necessary to do it because the data are already entered, except for the new accounts and sub-accounts which will be created after.

## Entry of accounting operations

In this menu you will have to enter the following operations:

- o Date
  - o Which represents the transfer date of the operation
- o Sub-account N° which represents the account that has been used to debit or credit an account, N.B. this category should not be typed but selected because it has been entered at the time of the Sub-account entry operation
- o Reference represents the 3 following options:
  - Check
  - Account extract
  - Payment order
- o Number representing the operation number (see model record of daily operations entry)
- o Description represents the description of the operation performed
- o Debit representing the amount debited is the amount consumed by MINIJUST
- o Credit represents the amount disbursed by the Ministry of Finances to the BNR to the benefit of the MINIJUST

[Annotation]

### ENTRY OF ACCOUNTING OPERATIONS

Date	S/Acct. No.	Reference	Number	Description	Debit	Credit	Balance
	Add		Update	Close			

- After having typed this information, click on “Update” and the calculation of the Balance takes place automatically
- Click on “Add” to enter the new data or “Close” to terminate operations

## Reports

- o **View of all the operations**

By clicking on this option, you display all operations without any delimitation of period.

- o **Accounting plan**

This permits displaying all accounts and sub-accounts used by MINIJUST

- o **Movement of a Sub-account by period**

This option permits you to display movements performed on a sub account for a well determined period.

*Procedure*

- Click on the “Movement” icon of a Sub-account
- Type the start date
- Type the end date
- Type the sub-account number

- o **The current balances**

- By clicking on this option, accounts and sub-accounts are displayed with their balances

- o **Send the operation in Excel**

- This option permits you to send to Excel all operations displayed in the report View of all the operations.

- o **List of checks from a period**

- This option permits you to display all operations made by check for a given period.

- o **List of extracts of accounts from a period**

- This option permits you to display all operations supported by account extracts for a given period.

- o **List of payments orders from a given period**

- This option permits you to display all operations made by Payment Order for a given period.

# **Annex B**



**Users Manual**  
**for**  
**Petty Cash**  
**management program**

## Table of Contents

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## Petty Cash management program

This petty cash management program will allow the MINIJUST agents to perform sound management and proper tracking of the Cash management.

This cash is provided at the beginning of every month for an amount of 200.000 Frw.

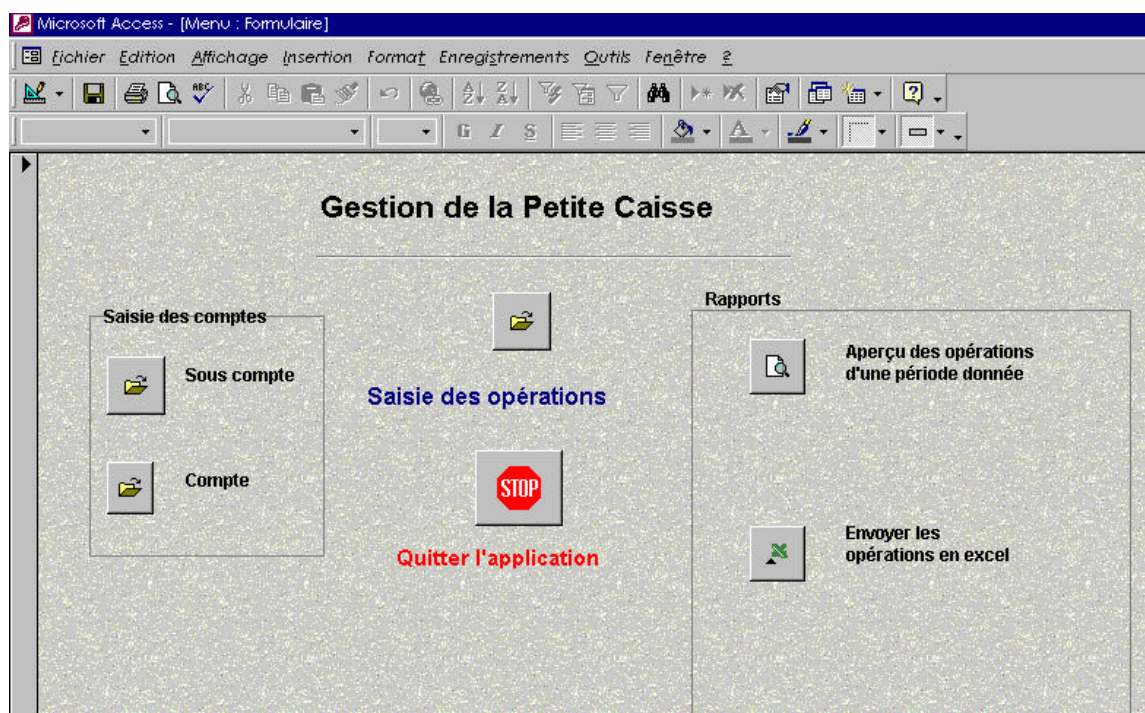
This program will permit:

- Simple management of the Petty cash
- Display or print Petty cash operations for a determined period as well as balances.

This program is executed in Microsoft Access 2000

### Starting of the program

- Double click on the Shortcut icon “Petty cash”
- And the following menu appears



[annotation]

Petty Cash Management		
Entry of accounts		Reports
		View of operations from a given period
Sub account	Entry of Operations	

Account	Exit Application	Send operations to Excel
---------	------------------	--------------------------

## Menu explanation

- **Entry of accounts**
  - o Cf. User manual of the bank accounts management
- **Entry of operations**
- **Exit application**
  - o By clicking on the icon to exit the application this permits you to leave the program and return to the starting point in the Windows menu
- **Reports**

This program foresees only 2 reports:

- view of operations for a given period
- Send this information in Excel

## Entry of operations

By clicking on the “Entry of operations” menu the following menu appears:

Microsoft Access - [Operations du jour]

Fichier Edition Affichage Insertion Format Enregistrements Outils Fenêtre ?

MS Sans Serif 8

**SAISIE DES OPERATIONS COMPTABLES**

Date	N° Compte	N° Compte	reference	Désignation	Entre	Sortie	Solde
02/06/03	57				0	0	0

Ajouter Mettre à Jour Fermer

Enr : 1 sur 1

[annotation]

## ENTRY OF ACCOUNTING OPERATIONS

Date	Acct No.	Acct. No.	Reference	Description	Entry	Exit	Balance
------	----------	-----------	-----------	-------------	-------	------	---------

Add

Update

Close

In this menu you have entered the following operations:

- o **Date** represents the transfer date of the operation
  - o **Account N°** by default it is always account 57 which represents the cash
  - o **Sub-account N°** which represents the account which has been used to debit or credit an account, N.B. this category is not typed but selected because it has been entered at the time of the entry operation of the Sub-accounts
  - o **Reference** represents the numbering of daily operations c.f. ledger model
  - o **Description** represents the description of the operation performed
  - o **Entry** represents the provision of cash (it is the withdrawal of the sum from the BNR account to the MINIJUST petty cash)
  - o **Outlay** represents the exit of the sum from the MINIJUST petty cash
  - o **Balance** this category represents the funds remaining in the petty cash
- After typing this information, click on “Update” and the Balance calculation takes place automatically
- Click on to “Add” to enter the new data or “Close” to finish operations

## Reports

### o **View of operations from a given period**

#### *Procedure*

- Click on the icon “View of operations from a given period
- Type the start date
- Type the end date
- And the report is displayed yielding the final balance of the petty cash

### o **Send operations in Excel**

- This option permits you to send to Excel all operations displayed in the report “View of all operations”.

#### *Procedure*

- Click on the icon “Send operations in Excel”
- Select Microsoft Excel
- The file name is displayed
- Select the folder where the file will be written
- Click on “Write”

### o **View of operations from a given period**

#### *Procedure*

- Click on the icon “View of operations from a given period”
- Type the start date
- Type the end date
- And the report is displayed giving the final balance of the petty cash

### o **Send operations in Excel**

- This option permits you to send to Excel all the operations displayed in the report “View all operations”.

#### *Procedure*

- Click on the icon “Send operations in Excel”
- Select Microsoft Excel
- The file name is displayed
- Select the folder where the file will be written
- Click on “Write”

**Task 2. Complete the task descriptions defined in the organizational framework of February 2003 and the one of consultant Irina Balta from 12/12/01 to 06/12/02**

- **Task 2. Complete the task descriptions defined in the organizational framework and one of the consultants Irina Balta from 12/12/01 to 06/12/02.**

## **Introduction**

The organization chart of the Ministry of Justice and the Institutional Relations as officially adopted by the Rwandan Government Council places in operation four Divisions connected to the Central Secretariat. A Contentious Service of State and Governmental Affairs under the supervision of a person responsible with the rank of General Secretary are connected directly to the Minister's Cabinet.

In this report the consultant has been able to consult other previous reports so as to be able to finalize the tasks which have been assigned to him.

The details of each part will be made in its chapter

According to the volume of work, some modifications have been made on task 1, these modifications limit the task descriptions to only the four following divisions:

- Division of Human Resources and support services
- Division of Planning and evaluation
- Division of Administration of the Justice Department
- Division of Legislation and Services to the Community

The mission of the consultant following this task has been to complete the work carried out by the MSD consultant Irina Balta.

- In attempting to compare the organic framework of February 03, the report by Irina with the current situation on the ground, we noted that the update was perfect in the Irina report, we literally reproduced the data in this report regarding: Division of Human resources and support services, The Division of Management and Human resource development, the Division Chief of Financial affairs and logistics, the Person responsible for personnel and the Person responsible for transport. The consultant's work will put more emphasize on the 3 remaining divisions namely the Division of Planning and evaluation, Division of Justice Department Administration, Division of Legislation and Services to the Community as well as other remaining services of the Division of Human Resources and support services.
- The three other remaining Divisions namely the Division of Planning and evaluation, the Division of Justice Department administration and Division of Legislation and community services has been detailed according to the model made by Irina.

## **Objectives**

The main objective of this work on the task descriptions, is to give to MINIJUST employees a manual which will permit them to have a detailed description of their



assignments and will allow increasing the responsibility of each one in their work post, this will permit making a fair assessment according to the quantity and the quality of tasks accomplished and also to make an equitable distribution between employees.

### **Source of information**

In order to have details of this information the consultant used the following documents:

- Organizational framework from the month of February 2003
- The report of the MSD consultant Irina Balta
- The procedures manual of financial management from June 2000

### **Others source of information**

- Interview with the MINIJUST staff namely:
  - o The Division Chief of personnel
  - o Administrator responsible for the budget and accounting
  - o The Director of planning and evaluation
  - o The Director of legislation and community services
  - o The Director of the justice department administration

### **Obstacles**

- Some posts do not have persons responsible because they left for training
- Vacant slots for certain positions
- The assignment of agents from some divisions to the new COMSYS system network, and positions that they held remain vacant

### **Procedure for development of detailed task descriptions**

- The methodology used is the one prescribed in the Irina report in annex 11 page 63.

# **Division of human resources and support services**

## **Annex A**

## **Introduction**

The Human Resources Division is a division which is very detailed in the Irina report of December 12, 2001 to June 12, 2002 for the following position:

- Division of human resources and support services
- Division of Finances and Logistics
- Administrator responsible for transport
- Division of human resources management and development and
- Administrator in charge of personnel

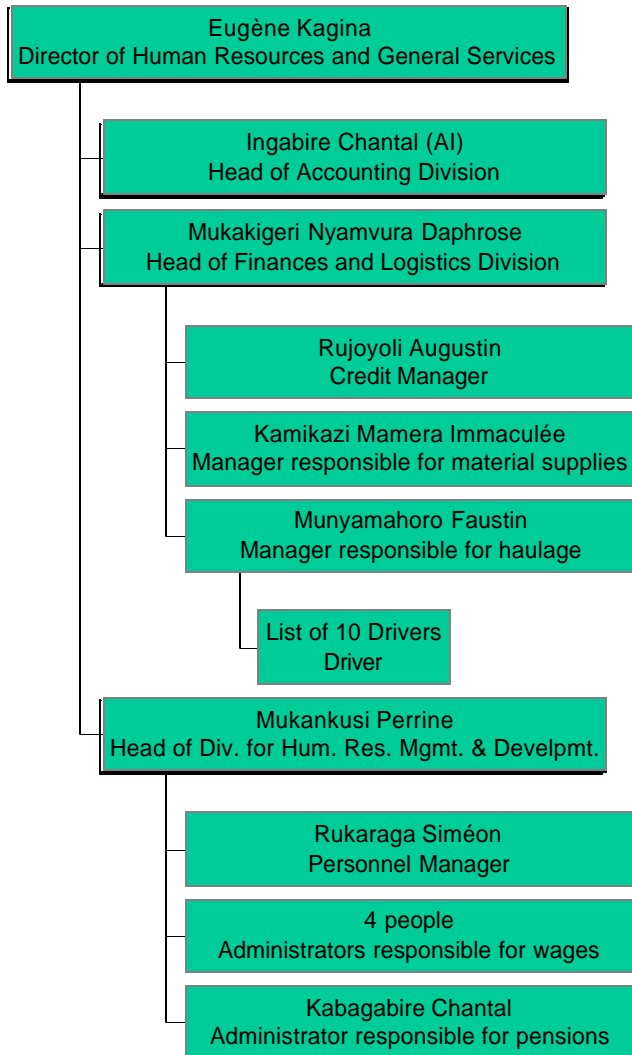
For this division the following positions will be detailed in this report:

- Accounting Division (1)
- Credit Manager (1)
- Administrator responsible for supplies (1)
- Manager in charge of pensions (2)
- Persons responsible for wages calculation (4)

N.B. The main observation which we can make for this Division is that the Accounting Division is non-operational, the duties of this Division are done in the Division of Finances and Logistics.

POSITION DESCRIPTIONS: DIRECTOR OF HUMAN RESOURCES AND  
SUPPORT SERVICES

ORGANIZATIONAL CHART



## Annex A.1

DESCRIPTION OF POSITION	
<b>LOCATION OF THE POST</b>  CENTRAL ADMINISTRATION	
<b>DIVISION</b>  HUMAN RESOURCES AND SUPPORT SERVICES	<b>DIVISION</b>  HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT
<b>POSITION TITLE</b>  DIVISION CHIEF	<b>CATEGORY AND GRADE</b>
<b>SUBORDINATE TO</b> (title of position) Division Director of Human Resource and Support Services	
<b>EMPLOYEES ANSWERING TO POSITION</b> (titles of positions) <ul style="list-style-type: none"><li>• Personnel manager (2),</li><li>• Administrator of pensions (3),</li><li>• Administrator of wages calculation (4),</li><li>• Support agent (1),</li><li>• Assistants (7).</li></ul> At present the total is 17 employees.	

### GENERAL OBJECTIVE OF THE POSITION

Provide services and general counsel in human resources for all the clerical, secretarial, administrative and professional staff of MINIJUST.

### ACTIVITIES /MAIN TASKS

- Ensure the daily distribution of mail received.
- Ensure the tracking and updating of personnel files.
- Make the indicatory annotations as to how the files will be processed by the technicians.
- Provide care for important files.
- Record files to be transmitted to the hierarchical services.
- Ensure the tracking of project files opened in the division.
- Enter of files and payment slips.
- Verify payment schedule.

- Supervise work relative to the monthly list of temporary workers.

- Check time sheets.
- Check the cleanliness of the ministry building in general.
- Assist collaborators in the upgrading of the service quality.
- Seek out information relative to updating the service.
- Prepare training plans *each year* for the ministry agents.
- Participate in Establishing forecasts for staffing and plan recruitment.
- Manage position vacancies in the ministry.
- Ensure the annual vacation planning for ministry employees.
- Ensure, coordinate and perform the tracking of the performance assessment of his/her employees and ministry employees *each quarter*.
- Participate in weekly meetings of the ministry.
- Organize weekly meetings with subordinates - to distribute tasks, and monthly meetings to discuss the draft report of division activity.
- Resolve complaints of subordinates.
- Make recommendations for the appointment, lateral move, promotion, layoff, salary increase of subordinates.
- Represent the division to explain files or possible problems in the service.
- Preparation of notes to make the ministry staff aware of social or community acts.
- Ensure the tracking of the budget execution: control of the card holding and the periodic report writing.
- Ensure the application of procedures in human resources for the broad distribution of procedures manual and the training in the ministry personnel material concerned and Public Prosecutor's departments and courthouses.
- Ensure and to control the updating of the procedures manual in human resources

**PARTICULAR STIPULATIONS (the use of equipment, third party relationships, etc.)**

For this position it is necessary to:

- Work with the computer and the calculator,
- Use forms and records relative to the mail and personnel such as records for the transmitted files, records for mail receipts, records for dispatched mail, checkout and return slip, vacation requests, equipment requests, wages modification form sent to the ministry of the public service, and
- Make contacts with authorities, the other services of the ministry and departments: Ministry of Finances, Ministry of Public Service, Banque Nationale du Rwanda, Social Security of Rwanda, "Sonarwa" and "Soras" Insurance Companies, "Cestrar" Labor union and the Human Rights Commission.

**OTHER CHARACTERISTICS OF THE POSITION: night work, travel, work conditions, etc.**

Since s/he is responsible for the administrative and financial files of all the ministry staff, the division head will have appropriate working conditions in order to ensure the integrity and confidentiality of these files.

## **POSITION REQUIREMENTS**

### **KNOWLEDGE AND QUALIFICATIONS**

The person in this position must:

- have the legislative knowledge concerning recruitment, disciplinary measures, vacation, retirement, social security, calculation of wages, the individual labor contract;
- know the official languages of the country;
- use the computer and software such as: Word, Excel, Access.

### **STUDIES COMPLETED, QUALIFICATIONS AND SPECIAL TRAINING,**

The main field should be public administration accompanied by a background in human resource management. It is desirable to have a background based in accounting, economics, and / or public finance, as well as a special training in interpersonal communication, filing, data processing, work organization, resolutions of labor conflicts between employees and employers.

### **REQUIRED EXPERIENCE**

From 3 to 5 years working in personnel management.

### **PERSONALITY REQUIREMENTS**

Capable of team work, able to serve as an example for subordinates, be able to delegate and distribute tasks to subordinates, ability to make decisions independently concerning his/her tasks and activities.

Be demanding, responsible, punctual, open, honest, understanding.

Have patience, initiative and creativity in the use of work methods and procedures.



## **PHYSICAL REQUIREMENTS**

Capable of physical and mental work under conditions of persistent disturbance by outside factors, to be mobile.

## **OTHER REQUIREMENTS**

### **AGE**

There are no age restrictions other than those foreseen by the labor code.

### **WORK HOURS**

Observe working hours established for all employees by the ministry: from 8:00 in the morning to 17:00 in the evening with a break from 12:30 to 13:30 for lunch. In emergency situations or additional tasks required by their immediate superior it is possible they may be asked to work overtime.

<b>POSITION DESCRIPTION</b>	
<b>POSITION LOCATION</b>	
CENTRAL ADMINISTRATION	
<b>DIVISION</b>	<b>DIVISION</b>
HUMAN RESOURCES AND SUPPORT SERVICES	HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
DIVISION CHIEF	
<b>SUBORDINATE TO (title of position)</b>	
Division Director of Human Resource and Support Services	
<b>EMPLOYEES ANSWERING TO POSITION (position titles)</b>	
<ul style="list-style-type: none"> <li>• Manager responsible for personnel (2),</li> <li>• Administrator of pensions (3),</li> <li>• Administrator of wages calculation (4),</li> <li>• Support agent (1),</li> <li>• Assistants (7).</li> </ul> <p>At present the total is 17 employees.</p>	

### **GENERAL OBJECTIVE OF THE POSITION**

Provide services and general counsel in human resources for all the MINIJUST clerical, secretarial, administrative and professional staff.

### **ACTIVITIES /MAIN TASKS**

- Ensure the daily distribution of the mail received.
- Ensure the tracking of the updating of the personnel files.
- Make the annotation indications of the way in which the files will be processed by technicians.
- Provide care for important files.
- Record files to transmit to hierarchical services.
- Ensure tracking of project files opened in the division.
- Enter files and wage slips.
- Verify wage payment status.

- Supervise the works relative to the monthly list of temporary workers.
- Control time sheets.
- Control the cleanliness of the ministry building in general.
- Assist collaborators in upgrading the service quality.
- Seek out information relative to the updating of the service.
- Prepare training plans each year for ministry agents.
- Participate in/ Establish forecasts for personnel and plan recruitment.
- Handle positions vacancies in the ministry.
- Ensure the annual vacation scheduling for ministry employees.
- Ensure, coordinate and perform the tracking of the performance assessment of his/her immediate employees and ministry employees quarterly.
- Participate in the weekly ministry meetings.
- Organize weekly meetings with subordinates - to distribute tasks, monthly meetings to discuss the draft activity report of the division.
- Resolve complaints of subordinates.
- Make recommendations for the nomination, lateral move, promotion, layoff, salary increase of subordinates.
- Represent the division to explain files or the possible service problems.
- Preparation of notes to make the ministry staff aware of social or community acts.
- Ensure the tracking of the budget execution: control of file keeping and the drafting of periodic reports.
- Ensure the application of procedures in human resources by the broad distribution of the procedures and training manuals in the personnel material concerned of the ministry, public prosecutor's departments and courthouses.
- Ensure and control the updating of the procedures manual in human resources

**PARTICULAR STIPULATIONS (the use of equipment, relationships with third parties, etc.)**

For this post it is necessary to:

- Work with the computer and calculator,
- Use forms and records relative to the mail and personnel such as record for the transmitted files, record for mail receipts, record for the dispatched mail, outgoing and return slip, request for vacation, request for equipment, form of wages modification sent to the ministry of public service, and
- Make contacts with authorities, the other services of the ministry and departments: Ministry of Finances, Ministry of Public Service, Banque Nationale du Rwanda, Social Security of Rwanda, Insurance companies of "Sonarwa" and "Soras", "Cestrar" Labor Unions and the Commission of Human Rights.

**OTHER CHARACTERISTICS OF THE POSITION: night work, travel, work conditions, etc.**

Since the person is responsible for the administrative and financial files of all the ministry personnel, the division chief will have proper working conditions to be able to ensure their integrity and confidentiality.

## **POSITION REQUIREMENTS**

### **KNOWLEDGE AND QUALIFICATIONS**

The person in this position must:

- Know the legislation concerning recruitment, disciplinary measures, vacations, retirement, social security, the calculation of wages, the individual labor contract ;
- Know the official languages of the country;
- Use the computer and software such as: Word, Excel, Access.

### **STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,**

The main field must be public administration accompanied by a background in human resource management. It is desirable to have a background based on accounting, economy, and / or public finance, as well as special training in interpersonal communication, filing, data processing, work organization, resolutions of labor disputes between employees and employers.

### **REQUIRED EXPERIENCE**

From 3 to 5 years of work in the personnel management.

### **PERSONALITY REQUIREMENTS**

Capable of team work, be able to act as example for subordinates, be able to delegate and distribute tasks to subordinates, be able to make decisions independently concerning his tasks and activities.

Be demanding, responsible, punctual, open, honest, understanding.

Have patience, initiative and creativity in the use of work methods and procedures.

### **PHYSICAL REQUIREMENTS**

Be suited for the physical and mental work under conditions of persistent disturbance by outside factors, be mobile.

## **OTHER REQUIREMENTS**

### **AGE**

There are no age restrictions other than those foreseen by the work code.

## **WORK HOURS**

Observe the working hours established for all employees by the ministry: from 8:00 in the morning to 17:00 in the evening with a break from 12:30 to 13:30 for lunch. In situations of emergency or additional tasks required by their immediate superior it is possible they may be asked to work overtime.

### Annex A.3

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director of Human Resources and Support Services	Human resource management & development
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Division Chief	
<b>SUBORDINATE TO</b> (title of position)	
Director of Human Resources and Support Services	
<b>EMPLOYEES ANSWERING TO POSITION</b> (titles of positions)	
<ul style="list-style-type: none"> <li>• Personnel manager (2)</li> <li>• Administrator responsible for pensions (3)</li> <li>• Administrator responsible for wages calculation (4)</li> <li>• Secretary (1)</li> <li>• Assistants (7)</li> </ul>	
Total employees is: 17	

### GENERAL OBJECTIVE OF THE POSITION

*Provide services and general counsel in human resources for all the staff of the MINIJUST Central administration*

### ACTIVITIES/MAIN TASKS

#### Source organizational scope

- Establish staffing estimates and plan recruitment;
- Work out training plans for ministry agents;
- Handle position vacancies in the ministry;
- Follow the updating of the personnel files;
- Prepare wage payment scheduling.

### Other sources

- Ensure tracking of the consistency of personnel files
- Make the annotation indications of the manner in which the files will be processed by technicians
- Initiate important files
- Record files to transmit to the hierarchical services
- Ensure the tracking of project files initiated in the division.
- Enter the important files into the computer and the payment slips of consultants
- Verify payment schedules
- Supervise the works relative to the monthly list of temporary workers
- Control time sheets
- Control the cleanliness of the ministry building in general
- Assist collaborators in upgrading the service quality
- Seek out information relative to the updating of the service
- Prepare each year in collaboration with DHSA and DPE directors the training plans for ministry agents
- Participate or establish staffing forecasts and plan recruitment
- Manage position vacancies in the ministry. Draft tasks descriptions for new positions
- Ensure the annual scheduling of vacations for ministry employees
- Ensure, coordinate and track the performance assessment of his/her employees and (ministry) employees quarterly. develop performance indicators
- Participate in the weekly meetings of the ministry
- Organize meetings (with subordinates) weekly to distribute tasks for a month; and monthly to discuss the draft of the division activity report
- Resolve conflicts among subordinates
- Make recommendations for the appointment, lateral move, promotion, layoff, salary increase of subordinates,
- Represent the division to explain files or the possible problems of the service
- Prepare notes to make the ministry staff aware of social or community acts
- Ensure the tracking of the budget execution: control the book-keeping of intermediate files and drafting of periodic reports
- Ensure the application of procedures in human resources for the broad distribution of the procedure manual and training in the personnel material of the ministry and public prosecutor's departments and courthouses
- Ensure and control the updating of the procedure manual in human resources

## PARTICULAR REQUIREMENTS

For this position it is necessary to:

- Work with the computer and the calculator
- Use forms and records relative to mail and personnel such as records for the transmitted files, records for mail receipts, record for the mail sent, outgoing and return slip, requests for vacation, requests for equipment, form for and modification of wages sent to the Ministry of the public services and labor, the chart for the career management of the ministry staff and the personnel administrative file.
- Make contacts with authorities, the other services of the ministry and departments: Ministry of finances, Ministry of public service and labor, Banque Nationale du Rwanda, Social Security of Rwanda, Insurance companies, 'CESTRAR' Labor unions and the Human Rights Commission.

**OTHER CHARACTERISTICS OF THE STATION: night work, travel, work conditions etc.**

Since s/he is responsible for the administrative and financial files of all the ministry staff, the division chief will have proper working conditions to be able to ensure their integrity and confidentiality.

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this station should:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and the Internet;
- Use of English and French;
- Knowledge in legislation concerning recruitment, disciplinary measures; vacations; retirement; social security, calculation of wages, individual labor contract;

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

A0 Public Administration, Management sciences, accompanied by a background in human resource management,

### REQUIRED EXPERIENCE

Experience of 3 years in staff management.

### PERSONALITY REQUIREMENTS



Be capable of team work, serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

Be demanding, responsible, punctual, open, honest, understanding.

Have patience, initiative and creativity in the use of work methods and procedures.

#### PHYSICAL REQUIREMENTS

Be suited to the physical and mental work under conditions of persistent disturbance by outside factors, be mobile.

#### OTHER REQUIREMENTS

##### AGE

There are no age restrictions other than those foreseen by the labor code

##### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30. In emergency situations or when additional tasks are required by their immediate superior it is possible they may be asked to work overtime.

##### REMARKS AND RECOMMENDATIONS

No remarks

#### Annex A.4

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central Administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director Human Resources and Services of support	Human resource and development management
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Personnel Manager	State employee
SUBORDINATE TO (position title)	
Division Chief of Human Resources Management and Development	
EMPLOYEES ANSWERING TO POSITION (titles of positions )	

#### GENERAL OBJECTIVES OF THE POSITION

Keep the administrative files updated and track the consistency and the training of ministry agents.

#### ACTIVITES/MAIN TASKS

##### Source organizational framework

- Keep the administrative files of agents;
- Track the consistency of service agents;
- Assess training needs;
- Prepare training plans;
- Track training and perfection of agents

### Other sources

- Prepare different letters such as letters of assignment, service goal, explanation of request, lateral transfer, transfers and recording them in records before the destination.
- Receive the agents each day who come to fill out RAMA cards (Health insurance)
- File of the different administrative files of the ministry staff
- File of letters and files received from the Ministry of Public Service and Labor
- Prepare the form for the stage report of ministry agents after two years of service
- Prepare the evaluation sheet (signals sheet) for ministry agents after the 3rd year of service
- Keep the supporting documentation of all agents who must be evaluated/ rated
- Create and keep updated the administrative files of ministry agents including:
  - Checking the file is complete
  - Writing an official letter with the request for usage to complete the file
  - Include in due course the changes which occurred in the career, the salary, the domestic situation of agents
- Assess training requirements of ministry agents to ensure their perfection by tracking the identified needs
- Track the consistency of agents from the service division
- Participate in the development of the training calendar and plan for Ministry of Justice agents in collaboration with the Ministry of public service and labor
- Prepare forms in personnel matters
- Give advice and support to colleagues in personnel matters
- Keep updated the procedures manual in human resources and distribute them to those involved
- Check the Organizational framework, identify the vacant positions and to inform the Ministry of public service and labor,

### PARTICULAR REQUIREMENTS

For this position it is necessary to:

- Work with the computer
- Use forms and records relative to mail and personnel such as vacation request form, enrollment form in the social security, training stage report form, descriptive identification form, record for transmitted files, record of usage requests (for the drivers to agents from the central administration of the Ministry of Justice), electronic file records (created on the computer)
- Assure and maintain relations with the ministry of the public service and labor, the department of health insurance–RAMA, the social security of Rwanda, insurance companies,

**OTHER CHARACTERISTICS OF THE POSITION: night work, travel, work conditions etc.**

*There are no special working conditions*

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this station must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Practice English and French;
- Have knowledge in legislation and regulations in filing matters and storage of the administrative personnel files.

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

A0: Public administration, education, psychology, sociology, liberal arts,

### REQUIRED EXPERIENCES

No experience is required in this position

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

Be demanding, responsible, punctual, open, honest, understanding.

Have patience, initiative and creativity in the use of work methods and procedures.

## PHYSICAL REQUIREMENTS

Be suited to the physical and mental work under conditions of persistent disturbance by outside factors, be mobile.

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORK HOURS

Follow working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30. In emergency situations or when additional tasks are required by their immediate superior it is possible they may be asked to work overtime.

## REMARKS AND RECOMMENDATIONS

No remarks

## Annex A.5

<b>POSITION DESCRIPTION</b>	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director Human Resources and Support Services	Financial and Logistical Affairs
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Responsible for transport	State Employee
SUBORDINATE TO (position title)	
Division Chief of Financial and Logistical Affairs	
EMPLOYEES ANSWERING TO POSITION (titles of position)	
- Drivers (10) telephone and request	

### GENERAL OBJECTIVE OF POSITION

Ensure the quality service of transport resources for ministry agents

### ACTIVITES/MAIN TASKS

#### Source organizational framework

- Assure the Minister's travel
- Perform maintenance on the vehicle entrusted to him.

#### Other sources

- Decide each morning on the assignment of vehicles and the distribution of fuel for those leaving on mission or for the special and social cases.
- Distribute each month the allotment of 200 liters per vehicle
- Process the mail each day
- Visit the garages each day or ministry vehicles under repair
- Receive each day the requests for vehicles by different services and divisions of the ministry, public prosecutor's departments and courthouses (the last two are infrequent cases)
- Request and analyze pro-forma invoices for vehicle repair services when the situations arise.
- Keep the documentation of vehicles, control their state and use, by using sheets in conformity with the current procedures from the financial procedure manual

- Write activities reports done at the end of every month for monthly reports and every time when any extraordinary events happens (accidents for example)
- Perform the follow up of problems announced by drivers
- Organize meetings with drivers once a month to perform the activities assessment and the performance evaluation of each driver, and every time when it is necessary to stress the importance of road safety
- Develop performance indicators relative to the transport service
- Resolve the social cases, such as illness, bereavement etc.
- Perform the tracking in disciplinary cases: 3 written explanations, temporary suspension for 2 weeks, revocation,

## PARTICULAR REQUIREMENTS

For this position it is necessary to:

- Work with the computer and the calculator
- Use forms and records such as: vehicle on-board log, vehicle individual repair sheet, transport requisition form, request sheet for vehicle repair estimate, monthly report of transport usage, exit and return slip, time sheet,
- Ensure and maintain relations with the ministry of transport with the other services of the Ministry of Justice, with suppliers of goods and services in matters of vehicle repair and maintenance and with the NGOs
- Know how to use the database designed by Alpha Soft to manage the transport

**OTHER CHARACTERISTICS OF THE POSITION: night work, travel, working conditions etc.**

*There are no special working conditions*

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use English and French;
- Have knowledge in legislation and regulations in matters of highway code, vehicle insurance and procedures in case of accident
- Know how to drive

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

Automotive A2 Mechanic, an experience of 2 years in a service in regard to transport management

### EXPERIENCE REQUIRED

Experience of 2 years service with respect to transport management

### PERSONALITY REQUIREMENTS

Capable of teamwork, set an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities. Be demanding, responsible, punctual, open, honest, understanding. Have patience, initiative and creativity in the use of work methods and procedures.

### PHYSICAL REQUIREMENTS

Be suited for the physical and mental work under conditions of persistent disturbance by outside factors, be mobile.

### OTHER REQUIREMENTS

#### AGE

There are no age restrictions other than those foreseen by the labor code

#### WORKING HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30. In emergency situations or when additional tasks are required by their immediate superior the working of overtime may be requested.



#### A.6 annex

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director Human Resources and Support Services	Financial and Logistical Affairs
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Credit manager	State Employee
SUBORDINATE TO (position title)	
Division Chief of Financial and Logistical Affairs	
EMPLOYEES ANSWERING TO POSITION (titles of positions -	

#### GENERAL OBJECTIVE OF THE POSITION

Ensure the quality service of credit management

#### ACTIVITES/MAIN TASKS

##### Source organizational framework

- Participate in the budget development of the ministry and ensure its execution;
- Track credits to the Ministry of Finance;
- Track mission costs both domestically and abroad.

#### PARTICULAR REQUIREMENTS

For this position it is necessary to:

- Work with the computer and the calculator
- Ensure and maintain the Ministry of Finance's relations with the other services of the Ministry of Justice as well as the national Bank
- Know how to use the database designed for management of the bank accounts

OTHER CHARACTERISTICS OF THE STATION: **night work, travel, working conditions etc.**

*There are no special working conditions*

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use English and French;
- Have knowledge in public finance

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A1 in accounting, economics, public finance or management.

### EXPERIENCE REQUIRED

- There is no experience required in this position

### PERSONALITY REQUIREMENTS

Capable of teamwork, serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

Be demanding, responsible, punctual, open, honest, understanding.

Have patience, initiative and creativity in the use of work methods and procedures.

### PHYSICAL REQUIREMENTS

Be suited for the physical and mental work under conditions of persistent disturbance by outside factors, be mobile.

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORKING HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30. In emergency situations or when additional tasks are required by their immediate superior the working of overtime may be requested.

## Annex A.7

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director Human Resources and Support Services	Financial and Logistical Affairs
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Equipment supply manager	State Employee
SUBORDINATE TO (position title)	
Divisional Chief of Financial and Logistical Affairs	
EMPLOYEES ANSWERING TO POSITION (titles of positions) –	

### GENERAL OBJECTIVE OF THE POSITION

Ensure the sound management of ministry assets

### ACTIVITIES/MAIN TASKS

#### Source organizational framework

- manage the equipment stock;
- manage stock sheets;
- establish services needs in supplies and office equipment;
- research the pro-forma invoices;
- plan ratification of contracts

### PARTICULAR REQUIREMENTS

For this position it is necessary to:

- Work with the computer and the calculator
- Ensure and maintain Ministry of Finance relationships with the other services of the Ministry of Justice as well as the National Bank
- Know how to use the database designed by Alpha Soft for stock and inventory management

**OTHER POSITION CHARACTERISTICS: night work, travel, working conditions etc.**

*There are no special working conditions*

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use English and French

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A1 in accounting, economics, public finances or management.

### EXPERIENCE REQUIRED

- There is no experience required for this position

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make decisions concerning his/her tasks and independent activities.

Be demanding, responsible, punctual, open, honest, understanding.

Have patience, initiative and creativity in the use of work methods and procedures.

## PHYSICAL REQUIREMENTS

Be suited to physical and mental work under conditions of persistent disturbance by the outside factors, be mobile.

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30. In emergency situations or additional tasks required by his/her immediate superior the working of overtime may be requested.

### REMARKS AND RECOMMENDATIONS

No remarks

## A.8 annex

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director of Human Resources and Support Services	Management and human resource development
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Responsible for wages calculation	State employee
SUBORDINATE TO (position title)	
Divisional Chief of Human Resources Management and Development	
EMPLOYEES ANSWERING TO POSITION (titles of positions -	

## GENERAL OBJECTIVE OF THE POSITION

Keep updated the administrative files corresponding to the personnel wages

## ACTIVITIES/MAIN TASKS

### Source organizational framework

- Calculate and verify monthly the wages of ministry agents;
- Establishment of payments lists;
- Filing the personnel wage lists;
- Calculate the monthly or annual increases of agents

### Other sources

- Make the summary of wages for certifications of services accomplished
- Take care of the financial file adjustment; this processing is divided into calculations of vested rights, closure of files; end of career compensations, indemnities for death and funeral costs, the Ministerial decisions of quotation and promotion, calculation tables for quoting and promotion and all other questions under his/her responsibility:
- Participate in the spot works relative to payment lists;
- Ensure the tracking of files in MINECOFIN and report on the file progress status;
- Supervise works of filing reorganization of the financial files in collaboration with all agents with processing activities as their tasks.

- Make reports in May in order to prepare the budgetary reviews;
- Make annual reports in November every year
- Manage and ensure the tracking of bank credit files;
- Make quarterly declarations of wages
- Participate in activities of tracking wage payment lists for MIFOTRA;
- Participate in the spot works relative to wage payment lists;
- Make the data entry to the computer
- Participate in the establishment of wages declarations (late) of personnel under contract;
- Make summaries of ASA wages
- Manage ASA request files by using the necessary records;
- Type the ASA
- Participate in activities to establish declarations of articulated agents salaries

## PARTICULAR REQUIREMENTS

For this position it is necessary to:

- Work with the computer
- Assure and maintain relations with the Ministry of public service and labor, the Department of health insurance–RAMA, Social security of Rwanda, insurance companies,

**OTHER CHARACTERISTICS OF THE POSITION: night work, travel, working conditions etc.**

***There are no special working conditions***

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use English and French

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A2 Commerce and accounting, law and administration, math - physics,

### REQUIRED EXPERIENCES

- Experience of 2 years in administration

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

Be demanding, responsible, punctual, open, honest, understanding.

Have patience, initiative and creativity in the use of work methods and procedures.

### PHYSICAL REQUIREMENTS

Be suited to the physical and mental work under conditions of persistent disturbance by the outside factors, be mobile.

### OTHER REQUIREMENTS

#### AGE

There are no age restrictions other than those foreseen by the labor code

#### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30. In emergency situations or when additional tasks are required by their immediate superior the working of overtime may be requested.

#### REMARKS AND RECOMMENDATIONS

No remarks



A.9 annex

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director Human Resources and Support Services	Human resources and development management
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Responsible for wages calculation	State employee
SUBORDINATE TO (position title)	
Divisional Chief Human Resources Development and Management	
EMPLOYEES ANSWERING TO POSITION (titles of positions -	

GENERAL OBJECTIVE OF THE POSITION

Keep the administrative files updated corresponding to the personnel wages

ACTIVITES/MAIN TASKS

Source organizational framework

- Calculate and verify monthly salaries of ministry agents;
- Establishment of wage lists;
- Ordering of personnel wage lists;
- Calculate the monthly or annual increases of agents

Other sources

- Summarize the wages for certifications of services accomplished
- Take care of the processing of financial files; this processing is divided into calculations of vested rights, closure of files; end of career calculations, indemnities for death and funeral costs, the Ministerial decisions of quotations and promotion, tables of calculations for quotations and promotion and any other questions relevant to his/her responsibility,;
- Participate in the spot works relative to lists of payment schedules;

- Ensure the tracking of files for MINECOFIN and report on the file progress status;
- Supervise reorganization works of filing financial files in collaboration with all agents who have processing task activities.
- Make reports in May in order to develop the budgetary reviews;
- Make annual reports in November of every year
- Manage and ensure the tracking of bank credit files;
- Make the quarterly wage declarations
- Participate in tracking activities of payment schedules to MIFOTRA;
- Participate in the spot works relative to lists of payment schedules;
- Enter data to the computer
- Participate in the establishment of salaries declarations (late) of the personnel under contracts;
- Summarize the ASA wages
- Manage the ASA request files by using the necessary records;
- Type the ASA
- Participate in activities to establish the salaries declarations of agents under legal statutes

#### PARTICULAR REQUIREMENTS

For this position it is necessary to:

- Work with the computer
- Ensure and maintain relations with the Ministry of public service and labor, the Department of health insurance–RAMA, the social security of Rwanda, insurance companies,

**OTHER CHARACTERISTICS OF THE POSITION: night work, travel, working conditions etc.**

*There are no special working conditions*

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use of English and French

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A2 Commerce and accounting, law and administration, math - physics,

### REQUIRED EXPERIENCES

- Experience of 2 years in administration

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

Be demanding, responsible, punctual, open, honest, understanding.

Have patience, initiative and creativity in the use of work methods and procedures.

### PHYSICAL REQUIREMENTS

Be suited for the physical and mental work in conditions of persistent disturbance by outside factors, be mobile.

### OTHER REQUIREMENTS

#### AGE

There are no age restrictions other than those foreseen by the labor code

#### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30. In emergency situations or when additional tasks are required by their immediate superior the working of overtime may be requested.

#### REMARKS AND RECOMMENDATIONS

No remarks

Annex A.10

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director of Human Resources and Support Services	Human resource development and management
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Administrator responsible for pensions	State employee
SUBORDINATE TO (position title)	
Divisional Chief of Human Resources Management and Development	
EMPLOYEES ANSWERING TO POSITION (titles of positions -	

GENERAL OBJECTIVE OF THE POSITION

Keep updated the administrative files of pensions and risks

ACTIVITIES/MAIN TASKS

Source organizational framework

- Keeping up to date with the personnel situation in matters of pension and professional risks;
- Relation with the C.S.R and the other processes of the country involved in the processing the personnel files - inform the personnel on the status of their files

#### Other sources

- Establishment of quarterly lists (declarations of wages);
- Prepare the files to send to Social Security;
- Assignment of personnel number for new hires;
- Survey of individual accounts (Lists)
- Receipt of requests
- Prepare certifications of services accomplished (pensioners)

#### PARTICULAR REQUIREMENTS

For this position it is necessary to:

- Work with the computer
- Ensure and maintain relations with the Ministry of public service and labor, the Department of health insurance–RAMA, the Social Security of Rwanda, insurance companies,

**OTHER CHARACTERISTICS OF THE POSITION: night work, travel, working conditions etc.**

***There are no special working conditions***

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use of English and French

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A2 Commerce and accounting, law and administration, math - physics,

### REQUIRED EXPERIENCE

- Experience of 2 years in administration

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

Be demanding, responsible, punctual, open, honest, understanding.

Have patience, initiative and creativity in the use of work methods and procedures.

### PHYSICAL REQUIREMENTS

Be suited for physical and mental work under conditions of persistent disturbance by outside factors, be mobile.

### OTHER REQUIREMENTS

#### AGE

There are no age restrictions other than those foreseen by the labor code

#### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30. In emergency situations or when additional tasks are required by their immediate superior the working of overtime may be requested.

#### REMARKS AND RECOMMENDATIONS

No remarks



**Administration Division  
of the Justice Dept.**

**Annex B**

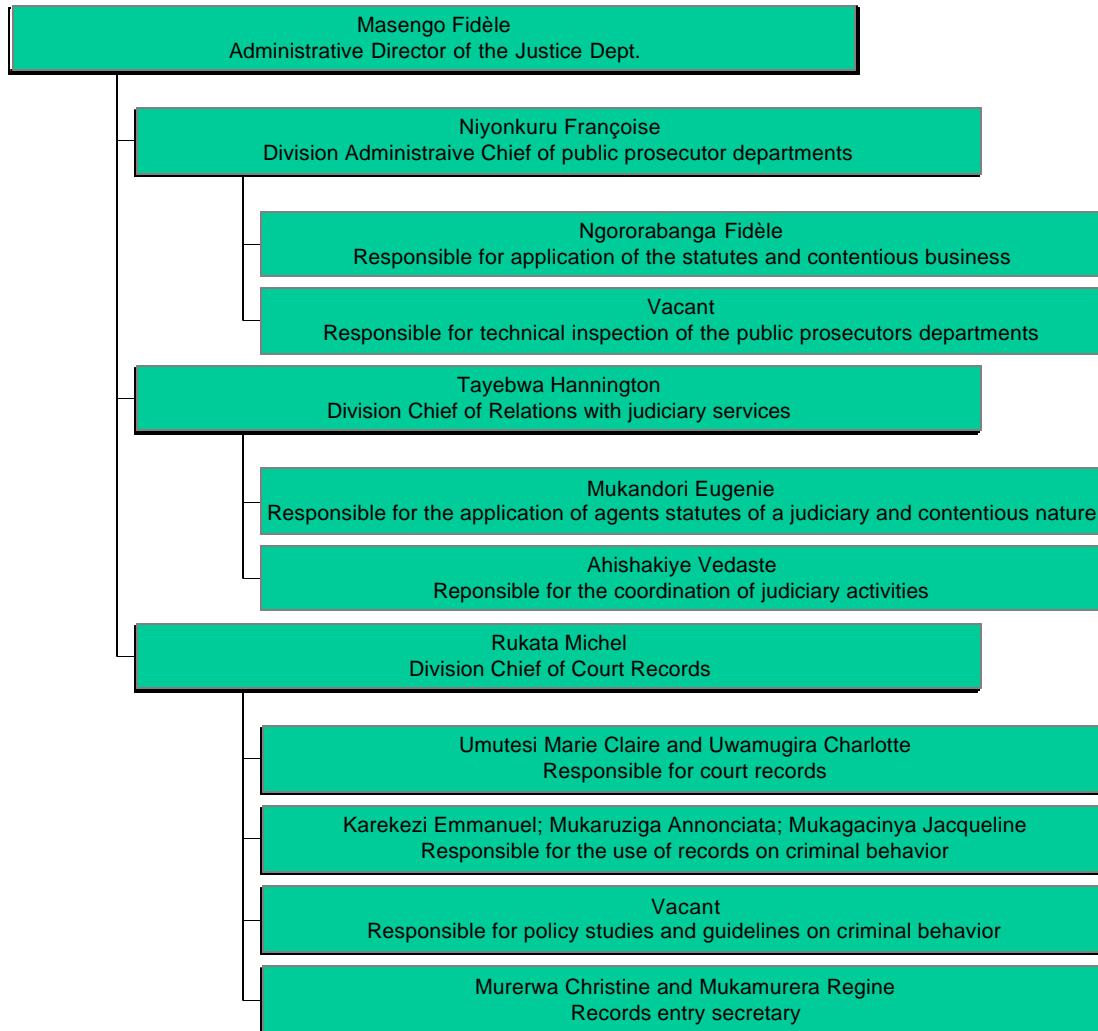


## **Introduction**

As the organization chart hereunder indicates, the Administration Division of the Justice Department is a Division comprised of 3 divisions, 10 positions for the persons responsible for different services and 3 secretaries, some elements have been added to the options defined in the organizational framework, because after the update of the organizational framework of February 2003, a lot of modifications have not been made on the questionnaire sent out to the different services.

You will find in Annex B, all the corresponding information with these modifications.

DESCRIPTION OF THE POSITION: ADMINISTRATIVE DIRECTOR OF THE JUSTICE DEPARTMENT.



## Annex B.1

### DESCRIPTION OF POSITION: ADMINISTRATIVE **DIVISION** OF THE JUSTICE DEPARTMENT

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>  Central administration	
<b>DIRECTION</b>  Administrative Director of the Justice Department	<b>DIVISION</b>
<b>POSITION TITLE</b>  Director	<b>CATEGORY:</b>  <b>GRADE:</b> Director
<b>SUBORDINATE TO</b> (title of position)  General Secretary	
<b>EMPLOYEES ANSWERING TO POSITION</b> (title of positions) Division Chief (3) Responsible for the different services (10) Secretary (3)  The employee total is: 16	

### GENERAL OBJECTIVE OF THE POSITION

*The Administration Division of the Justice Department has as main objective to supervise, coordinate and control service activities of public prosecutor departments, Supreme Court and the Higher Council of the Magistracy*

### ACTIVITIES/MAIN TASKS

#### Organizational framework

- Supervise, coordinate and control services activities of public prosecutor departments
- Ensure the tracking of reports with the Supreme Court and the Higher Council of the Magistracy

- Collaborate with the national police services and the international institutions assigned to fight against crime
- Study measures for crime prevention and other questions relative to the judicial power of attorney and propose solutions
- Participate in the development of training projects for public prosecutor department personnel
- Ensure the tracking of the consistency of agents for the service management
- Supervise, coordinate and control services activities of public prosecutor departments
- Annual reports

#### Other tasks

- Administration of the legal system
- Ensure an efficient operation of the legal system
- Inspection visits and meetings with public prosecutor departments and jurisdictions
- Participate in the recruitment of agents (Agents of the judiciary and officers of the public ministry)
- Ensure the tracking and processing of the administrative files of agents from public prosecutor departments and jurisdictions every year
- Track the confession procedure in all public prosecutor departments and prisons
- Transfer of prisoners to the place of the crime's execution

### PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of the judicial procedure
- Ensure and maintain relations with other services of the ministry
- Know how to use the Microsoft Project program

### POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Have solid training in human resource management
- Use English and French;

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

A0 in Law

## EXPERIENCE REQUIRED

At least 5 years experience in the Rwandan judicial system or in public administration.

## PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

## REMARKS AND RECOMMENDATIONS

No remarks

## Annex B.2

### DESCRIPTION OF POSITION: ADMINISTRATION DIVISION OF THE JUSTICE DEPARTMENT

<b>POSITION DESCRIPTION</b>	
<b>POSITION LOCATION</b>  Central administration	
<b>MANAGEMENT</b>  Administrative Director of the Justice Department	<b>DIVISION</b>  Division Administrative Chief of the public prosecutor departments
<b>POSITION TITLE</b>  Division Chief	<b>CATEGORY AND GRADE</b>
<b>SUBORDINATE TO</b> (position title)  Administrative Director of the Justice Department	
<b>EMPLOYEES ANSWERING TO POSITION</b> (title of positions) <ul style="list-style-type: none"><li>• Administrator of different services (2)</li></ul> The employee total is: 2	

### GENERAL OBJECTIVE OF THE POSITION

The main objective of this Division is to ensure a sound administration of public prosecutor departments

## ACTIVITES/MAIN TASKS

### Organizational framework

- Participate in the recruitment and the management of the public prosecutor departments personnel other than those of the criminal investigation department;
- Apply statutes of the judicial staff of public prosecutor departments;
- Establish the advancement charts of the public prosecutor departments staff;
- Hear and examine requests from people from the public prosecutor departments;
- Study measures with a view to upgrading the performance of the public prosecutor department's staff;
- Examine the administrative reports of public prosecutor departments;
- Conduct working visits to the services of public prosecutor departments;
- Produce annual reports of activities

## PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of the judicial procedure
- Ensure and maintain relations with other services of the ministry
- Know how to use the Microsoft Project program

## POSITION REQUIREMENTS

## KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Have a solid training in human resource management
- Use English and French;

## STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

A0 in Law

## EXPERIENCE REQUIRED

Experience of at least 3 years in the judicial field.

## PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

### REMARKS AND RECOMMENDATIONS

No remarks



### Annex B.3

#### DESCRIPTION OF POSITION: DIVISION OF RELATIONS WITH THE LEGAL SERVICES

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>  Central administration	
<b>DIRECTION</b>  Administrative Director of the Justice Department	<b>DIVISION</b>  Division Chief of Relations with the judicial services
<b>POSITION TITLE</b>  Division Chief	<b>CATEGORY AND GRADE</b>
<b>SUBORDINATE TO</b> (position title)  Administrative Director of the Justice Department	
<b>EMPLOYEES ANSWERING TO POSITION</b> (title of positions) <ul style="list-style-type: none"><li>• Administrator of different services (2)</li></ul> The employee total is: 2	

#### GENERAL OBJECTIVE OF THE POSITION

The main objective of the Division of Relations with judicial services is to be able to ensure good relations with courts and tribunals, “Gacaca” and other judicial services.

## ACTIVITES/MAIN TASKS

### Organizational framework

- Participate in the recruitment and management of court and tribunal personnel others than those of the Supreme Court;
- Ensure the tracking of the application of agent statutes of a judicial nature from courts and tribunals;
- Examine and process requests from court and tribunal personnel and establish the advancement charts of agents whose files are managed by the division;
- Study measures with a view to upgrading the performance of court and tribunal agents;
- Examine the administrative reports of courts and tribunals;
- Conduct working visits in court and tribunal services;
- Produce quarterly and yearly reports of activities

### Other sources

- Ensure the tracking of Gacaca realizations

## PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of the judicial procedure
- Ensure and maintain relations with other ministry services such as courts and tribunals, Gacaca etc.

## POSITION REQUIREMENTS

## KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Have a solid background in human resource management
- Use English and French;

## STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

A0 in Law or in Public Administration

## REQUIRED EXPERIENCES

Experience of at least 3 years in the judicial field.

## PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

### REMARKS AND RECOMMENDATIONS

No remarks

#### Annex B.4

#### DESCRIPTION OF POSITION: CRIMINAL RECORDS DIVISION

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>  Central administration	
<b>DIRECTION</b>  Administrative Director of the Justice Department	<b>DIVISION</b>  Division Chief of Criminal records
<b>POSITION TITLE</b>  Division Chief	<b>CATEGORY AND GRADE</b>
<b>SUBORDINATE TO</b> (position title)  Administrative Director of the Justice Department	
<b>EMPLOYEES ANSWERING TO POSITION</b> (title of positions) <ul style="list-style-type: none"><li>• Administrator of various service (6)</li><li>• Secretary (2)</li></ul> Total employees is : 8	

#### GENERAL OBJECTIVE OF THE POSITION

The main objective of the Criminal Records Division is to perform good tracking and good conservation of the criminal record files.

#### ACTIVITES/MAIN TASKS

##### Organizational framework

- Constitute and keep the central file of criminal records;
- Deliver the criminal records extracts;
- Prepare reports giving criminal policy guidelines;
- Collaborate with the National Police service;
- Receive and collect copies of judgment;
- Produce the quarterly and yearly reports of activities

## PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of the judicial procedure

## POSITION REQUIREMENTS

## KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use English and French;

## STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

A0 in Law, in criminology,

## REQUIRED EXPERIENCES

Experience of at least 3 years in the judicial field and especially in criminal matters

## PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

## REMARKS AND RECOMMENDATIONS

No remarks

## Annex B.5

### DESCRIPTION OF POSITION: RESPONSIBLE FOR THE APPLICATION OF STATUTES AND CONTENTIOUS BUSINESS

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>MANAGEMENT</b>	<b>DIVISION</b>
Administrative Director of the Justice Department	Division Administrative Chief of the public prosecutor departments
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Responsible for application of statutes and contentious business	State employee
<b>SUBORDINATE TO</b> (position title)	
Division Administrative Chief of the public prosecutor departments	
<b>EMPLOYEES ANSWERING TO POSITION</b> (titles of positions)	

### GENERAL OBJECTIVE OF THE POSITION

The administrator for the application of statutes and the contentious business has as their main objective to control the texts governing the public prosecutor department personnel.

### ACTIVITIES/MAIN TASKS

#### Organizational framework

- Responsible for the control of the application of statutes (advances in grades, sanctions...) and other regulatory texts governing the staff of public prosecutor departments
- Analyze requests from public prosecutor department's agents relative to the management of their career (lateral move, salary adjustment)

## PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of judicial procedure
- Have a sound knowledge on personnel management

## POSITION REQUIREMENTS

## KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use English and French;

## STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

A1 in Law or in administration

## REQUIRED EXPERIENCES

Experience of at least 2 years in the judicial field

## PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

## REMARKS AND RECOMMENDATIONS

No remarks

## Annex B.6

### DESCRIPTION OF POSITION: RESPONSIBLE FOR THE TECHNICAL INSPECTION OF PUBLIC PROSECUTOR DEPARTMENTS

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>  Central administration	
<b>DIRECTION</b>  Administrative Director of the Justice Department	<b>DIVISION</b>  Division Administrative Chief of the public prosecutor departments
<b>POSITION TITLE</b>  Responsible for the technical inspection of public prosecutor departments	<b>CATEGORY AND GRADE</b>  State employee
<b>SUBORDINATE TO</b> (position title)  Division Administrative Chief of the public prosecutor departments	
<b>EMPLOYEES ANSWERING TO POSITION</b> (titles of positions)	

### GENERAL OBJECTIVE OF THE POSITION

The person responsible for the technical inspection of public prosecutor departments has as their main objective to perform the performance tracking of inspection visits to public prosecutor departments.

### ACTIVITIES/MAIN TASKS

#### Organizational framework

- Responsible for the conduct of inspection visits to public prosecutor departments
- Coordination of activities reports from public prosecutor departments



## PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of the judicial procedure

## POSITION REQUIREMENTS

## KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use of English and French;

## STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

A1 in Law or in public administration

## REQUIRED EXPERIENCES

Experience of at least 2 years in the judicial field

## PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

## REMARKS AND RECOMMENDATIONS

No remarks

## Annex B.7

### DESCRIPTION OF POSITION: RESPONSIBLE FOR THE APPLICATION OF AGENTS STATUTES OF THE JUDICIAL AND CONTENTIOUS BUSINESS KIND

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Administrative Director of the Justice Department	Division Chief of Relation with the judicial services
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Responsible for the application of agents statutes of the judicial and contentious business kind	State employee
<b>SUBORDINATE TO</b> (position title)	
Division Chief of relations with the judicial services	
<b>EMPLOYEES ANSWERING TO POSITION</b> (titles of positions)	

### GENERAL OBJECTIVE OF THE POSITION

The main objective of this service is to ensure the proper operation of statutes and other regulatory texts of court and tribunal agents

### ACTIVITES/MAIN TASKS

#### Organizational framework

- control the application of statutes and other regulatory texts governing court and tribunal agents;
- analyze the different requests from court and tribunal agents in relation to career management, lateral moves, salary adjustment.

## PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of the judicial procedure
- Have knowledge of personnel management

## POSITION REQUIREMENTS

## KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use of English and French;

## STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

A1 in Law or in public administration

## EXPERIENCE REQUIRED

Experience of at least 2 years in the judicial field

## PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

## REMARKS AND RECOMMENDATIONS

No remarks

## Annex B.8

### DESCRIPTION OF POSITION: RESPONSIBLE FOR THE JUDICIAL ACTIVITY COORDINATION

POSITION DESCRIPTION	
POSITION LOCATION	
Central administration	
DIRECTION	DIVISION
Administrative Director of the Justice Department	Division Chief of Relations with the judicial services
POSITION TITLE	CATEGORY AND GRADE
Responsible for the judicial activity coordination	State employee
SUBORDINATE TO (position title)	
Division Chief of relations with the judicial services	
EMPLOYEES ANSWERING TO POSITION (titles of positions)	

### GENERAL OBJECTIVE OF THE POSITION

The main objective of this service and to ensure the tracking and the assessment of course activities and tribunals

### ACTIVITES/MAIN TASKS

#### Organizational framework

- Ensure the tracking and assessment of Court and Tribunals activities.

### PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of judicial procedure

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet; Microsoft Project
- Use English and French;

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

A1 in Law or in public administration

### EXPERIENCE REQUIRED

Experience of at least 2 years in the judicial field

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, make decisions concerning his/her tasks and independent activities.

### PHYSICAL REQUIREMENTS

### OTHER REQUIREMENTS

#### AGE

There are no age restrictions other than those foreseen by the labor code

#### HOURS OF WORK

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

#### REMARKS AND RECOMMENDATIONS

No remarks

## Annex B.9

### DESCRIPTION OF POSITION: RESPONSIBLE FOR CRIMINAL RECORDSS

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Administrative Director of the Justice Department	Division Chief of Criminal records
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Responsible for criminal records	State employee
SUBORDINATE TO (title of position)	
Division Chief of Criminal records	
EMPLOYEES ANSWERING TO POSITION (titles of positions)	

### GENERAL OBJECTIVE OF THE POSITION

The administrator responsible for criminal records has as their main objective the tracking of all files corresponding to the criminal records

### ACTIVITES/MAIN TASKS

#### Organizational framework

- Receipt of criminal record requests;
- Investigation of criminal record request files;
- Criminal records delivery;
- Production of the quarterly and yearly reports of activities;

### PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of the judicial procedure

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet
- Use of English and French;

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

A2 Law and administration

### EXPERIENCE REQUIRED

Experience of at least 5 years in the administration of justice

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, make independent decisions concerning his/her tasks and activities.

### PHYSICAL REQUIREMENTS

### OTHER REQUIREMENTS

#### AGE

There are no age restrictions other than those foreseen by the labor code

#### HOURS OF WORK

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

#### REMARKS AND RECOMMENDATIONS

No remarks

Annex B.10

DESCRIPTION OF POSITION: RESPONSIBLE FOR USAGE OF CRIMINAL  
BEHAVIOR REPORTS

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>  Central administration	
<b>DIRECTION</b>  Administrative Director of the Justice Department	<b>DIVISION</b>  Chief of Division Criminal records
<b>POSITION TITLE</b>  Responsible for the usage of report on criminal behavior	<b>CATEGORY AND GRADE</b>  State employee
<b>SUBORDINATE TO</b> (heading of the position)  Division Chief of Criminal records	
<b>EMPLOYEES ANSWERING TO POSITION</b> (titles of positions)	

N.B. This position has 3 agents with the same functions

GENERAL OBJECTIVE OF THE POSITION

The administrator responsible for the usage reports on criminal behavior has as their main objective to perform a sound tracking of reports on criminal behavior.

ACTIVITES/MAIN TASKS

Organizational framework

- Gather and use reports on criminal behavior;
- Enter data on the computer media;
- Collect copies of judgments.



## PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of the judicial procedure

## POSITION REQUIREMENTS

## KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer as: Windows, Word, Excel, PowerPoint and Internet
- Use of English and French;

## STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

A2 Law and administration

## EXPERIENCE REQUIRED

Experience of at least 5 years in the administration of the justice

## PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and to motivate subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

## REMARKS AND RECOMMENDATIONS

No remarks

## Annex B.11

### DESCRIPTION OF POSITION: RESPONSIBLE FOR STUDY AND POLICY GUIDELINES ON CRIMINAL BEHAVIOR

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIVISION</b>	<b>DIVISION</b>
Administrative Director of the Justice Department	Division Chief of Criminal records
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Responsible for study and guidelines on criminal behavior policy	State employee
<b>SUBORDINATE TO</b> (title of the position)	
Division Chief Criminal records	
<b>EMPLOYEES ANSWERING TO POSITION</b> (titles of positions)	

### GENERAL OBJECTIVE OF THE POSITION

The administrator responsible for study and orientation of the policy on criminal behavior has as their main objective to perform a proper tracking of reports on criminal behavior.

### ACTIVITIES/MAIN TASKS

#### Organizational framework

- Collaborate with the national police in matters of fighting crime;
- Participate in proceedings on international criminal policies;
- Propose solutions on the guidelines of the national criminal policies;
- Produce the quarterly and yearly reports of activities.

## PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of the judicial procedure

## POSITION REQUIREMENTS

## KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet
- Use English and French;

## STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

A0 in Law

## EXPERIENCE REQUIRED

Experience of at least 2 years in the judicial domain

## PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

## REMARKS AND RECOMMENDATIONS

No remarks

Annex B.12

DESCRIPTION OF POSITION: RECORDS ENTRY SECRETARY

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Administrative Director of the Justice Department	Division Chief of Criminal records
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Records entry secretary	State employee
SUBORDINATE TO (title of the position)	
Division Chief of Criminal records	
EMPLOYEES ANSWERING TO POSITION (titles of positions)	

N.B. This position has 2 agents having the same functions

GENERAL OBJECTIVE OF THE POSITION

The main objective of this position is to update division files as well as perform the routine works of the secretariat.

ACTIVITES/MAIN TASKS

Organizational framework

- Welcome and guide visitors
- Keep appointment books
- File documents
- Answer telephone calls
- Enter correspondence

## PARTICULAR REQUIREMENTS

- No particular requirements

## POSITION REQUIREMENTS

## KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet
- User English and French;

## STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

A2 in Secretariat, Letters, Law and Administration or Social (Studies)

## EXPERIENCE REQUIRED

Experience of at least 2 years in the secretarial position

## PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

## REMARKS AND RECOMMENDATIONS

No remarks

# **Planning and Evaluation Division**

## **Annex C**

## Introduction

*The Planning and Evaluation Division is a division that has as its main objective, the coordination of all Ministry activities.*

This Division according to the Organizational framework has 2 divisions, 3 positions for different services, 3 positions for programmers and 3 positions for secretaries.

Following the new proposal to insert a new Division responsible for ICT into all ministries, the changes will be made in the future to the Information and Data Processing Division.

There are also other special observations and recommendations for this Division

## Observations and recommendations

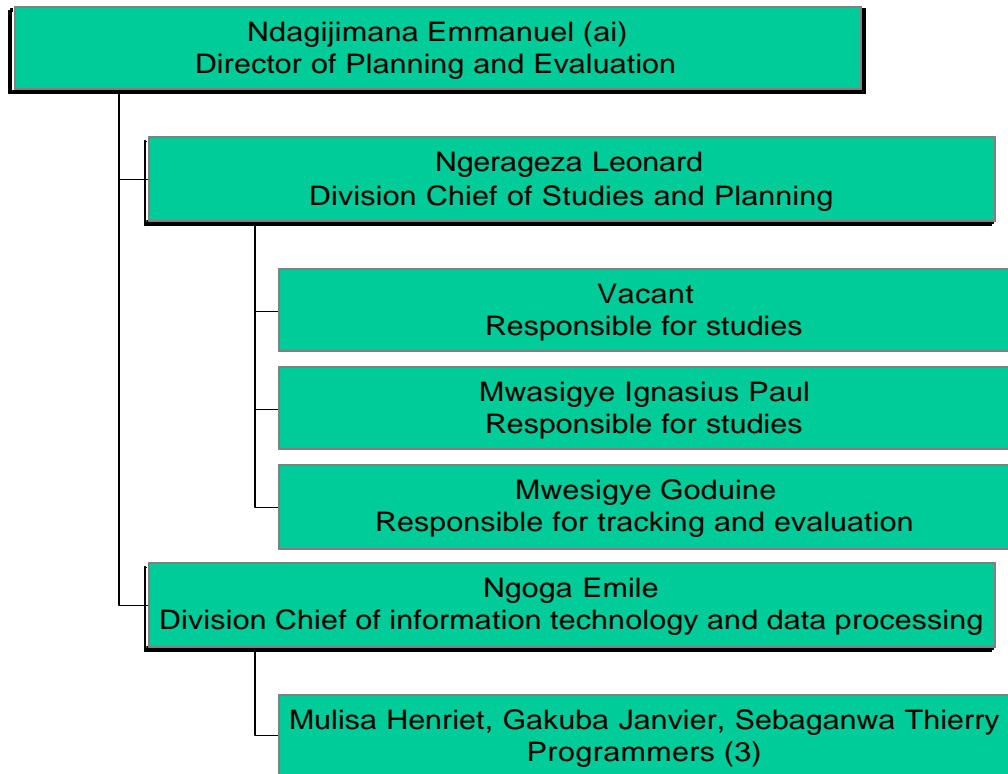
- The Division of the Planning and Evaluation of the Ministry of Justice is a Division that asks for a person technically strong in law. On that, in the Organizational framework of the Ministry of Justice, the requirements and specifics of the position is changed into **A0 Law** instead of A0 in economics, liberal and social arts, management, public administration.
- Organize a training of division agents to the course of Microsoft Project because this program will allow agents to make good projections of their activities.
- Create a Division in charge of ICT, and look for premiums for Ministry programmers, because the ministry has much invested in the training of these programmers in order to be able to ensure the maintenance and the proper tracking of their equipment and the COMSYS system as well as other data bases used by the ministry. These premiums are justifiable because programmers are assets paid for in other institutions.

You will find in annex C, all the information corresponding to these modifications.

## DESCRIPTION OF POSITION: DIRECTOR OF PLANNING AND EVALUATION

### ORGANIZATIONAL CHART

Organization chart of the Planning and Evaluation Division



N.B. According to this organizational chart, in the division responsible for the study, there is a vacant position, because Ngoga Emile has been assigned to Information Technology and Data Processing



## Annex C.1

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Division Director of Study and Planning	
<b>POSITION TITLE</b>	<b>GRADE</b>
Director	Director
SUBORDINATE TO (title of the position)	
General Secretary	
EMPLOYEES ANSWERING TO POSITION (title of position)	
<ul style="list-style-type: none"> <li>• Division Chief (2)</li> <li>• Responsible for study (2)</li> <li>• Responsible for the Tracking and assessment (1)</li> <li>• Secretary (2)</li> <li>• Programmers (3)</li> </ul>	
The total employees is: 10	

### GENERAL OBJECTIVE OF THE POSITION

*The Planning Division is a division that has as its main objective, the coordination of all Ministry activities.*

### ACTIVITIES/MAIN TASKS

#### Source organizational framework

- Contribute to the development of ministry policies, strategies and global action plan;
- Direct, coordinate and control activities of the division;
- Participate in the development of the Ministry budget and track its execution in relation to the division;
- Ensure the tracking of the consistency of agents of the service division;
- Prepare the annual report of activities.

#### Other tasks

- Represent MINIJUST in all the government's meetings
- Give the technical notices to all the MINIJUST files

- Prepare strategic terms documents (July and August of every year)
- Coordinate projects operating with MINIJUST
- Manage MINIJUST correspondence with projects and others Ministries

#### PARTICULAR REQUIREMENTS

- Know how to use the Microsoft Project program
- Have a background in law training
- Ensure and maintain relations with the other Ministry divisions

#### POSITION REQUIREMENTS

#### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet; Microsoft Project
- Use English and French;

#### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

A0 in economics, liberal arts and social science, management, public administration.

## EXPERIENCE REQUIRED

Experience of 5 years in the administration in regard with planning.

## PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

### OTHER REQUIREMENTS

#### AGE

There are no age restrictions other than those foreseen by the labor code

#### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

## Annex C.2

### DESCRIPTION OF POSITION: DIVISION CHIEF OF STUDIES AND PLANNING

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director of the Planning and Study	Division Study and Planning
<b>POSITION TITLE</b>	<b>GRADE</b>
Division Chief	
<b>SUBORDINATE TO</b> (position title)	
Director of Planning and evaluation	
<b>EMPLOYEES ANSWERING TO POSITION</b> (title of positions)	
<ul style="list-style-type: none"><li>• Responsible for study (2)</li><li>• Responsible for Tracking and assessment (1)</li></ul>	
The total employees is: 3	

### GENERAL OBJECTIVE OF THE POSITION

This Division has as its main objective to provide to the Planning Division all technical information for the tracking of this Division.

### ACTIVITIES/MAIN TASKS

#### Source organizational framework

- Coordinate the development of sector policies and strategies;
- Prepare the global action plan of the ministry;
- Conceive, plan and program projects.
- Supervise the work relative to the preparation of the public investment program (PIP);
- Follow all correspondence relative to affairs covered by the service;
- Produce the quarterly and yearly reports of activities.

### PARTICULAR REQUIREMENTS

- Know how to use the Microsoft Project program
- Have a background of legal training

- Ensure and maintain relations with the other Ministry divisions

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet; Microsoft Project
- Use English and French;

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A0 in liberal arts, management, economic sciences, public administration, in-depth knowledge of information terminology and use of French and English

### EXPERIENCE REQUIRED

- Experience of 3 years in administration in regard to project studies

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and to distribute tasks to subordinates, make decisions concerning his/her tasks and independent activities.

### PHYSICAL REQUIREMENTS

### OTHER REQUIREMENTS

#### AGE

There are no age restrictions other than those foreseen by the labor code

#### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

### Annex C.3

#### DESCRIPTION OF POSITION: DIVISION CHIEF

POSITION DESCRIPTION	
<b>POSITION LOCATION</b> Central administration	
<b>DIRECTION</b> Director of the Planning and Evaluation	<b>DIVISION</b> Division of Information Technology and Data Processing
<b>POSITION TITLE</b> Division Chief of Information Technology and Data Processing	<b>CATEGORY AND GRADE</b>
SUBORDINATE TO (position title) Director of Planning and Evaluation	
EMPLOYEES ANSWERING TO POSITION (title of positions) <ul style="list-style-type: none"><li>• Programmers (3)</li></ul> The total of employees is: 3	

#### GENERAL OBJECTIVE OF THE POSITION

The Information Technology and Data Processing Division has as its main objective to maintain office equipment in operation and to assure the MINIJUST network as well as to update the Ministry website.

#### ACTIVITES/MAIN TASKS

##### Source organizational framework

- Coordination and supervision of division works
- Development, tracking and updating the computerization plan of the ministry
- Design of computer training plan of ministry agents
- Survey and tracking of opportunities for the acquisition of computer equipment and software
- Produce the quarterly and yearly reports of activities

#### Other sources

- *Continuous support to Ministry users of computer tools in their daily services;*
- *Support, to the Minijust and all public prosecutor departments, of communication network users (SYSCOM);*
- *Basic administration of the Minijust network;*
- *Involvement in the design of agents computer training plans from Minijust and public prosecutor departments;*
- *Study and tracking of opportunities for the acquisition and installation of new versions of the computer equipment and software application;*
- *Perform the general and regular maintenance of the installed Ministry computer equipment, copiers, faxes and printers;*
- *Ensure the regular maintenance of computers attached to the network for all general public prosecutor departments attached to the appellate courts and public prosecutor departments of the Republic;*
- *Participate, on behalf of the Ministry, in the organized activities and meetings on the national level in relation to the governmental policies of technological development of communication and information;*
- *Produce the quarterly and yearly reports of activities realized;*

#### **Activities foreseen and not yet realized**

- *Design and continuously update the Minijust Web site;*
- *Analysis, Programming and Development of programs;*
- *Maintenance and resolution of problems with the NORTEL network (VOIP)*

## PARTICULAR REQUIREMENTS

- Have a good knowledge of data processing:
  - Administration network
  - Programming notions
  - Good mastery of currents software
- Be available to work overtime;
- Travel frequently to the interior of the country;
- Have a mobile telephone

## POSITION REQUIREMENTS

## KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Have sound knowledge of network administration, computer equipment Maintenance, etc.
- Use English and French;

## STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A0 in data processing or in statistics

## EXPERIENCE REQUIRED

- Experience of 3 years in Data processing.

## PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make decisions concerning his/her tasks and independent activities.

## PHYSICAL REQUIREMENTS

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

## WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.



#### Annex C.4

#### DESCRIPTION OF POSITION: DIVISION CHIEF

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director of Planning and evaluation	Division of Information Technology and Data Processing
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Programmer	State employee
SUBORDINATE TO (title of the position)	
Division Chief of Information Technology and Data Processing	
EMPLOYEES ANSWERING TO POSITION (titles of positions)	

#### GENERAL OBJECTIVE OF THE POSITION

The people occupying programmer's positions have as their main objective to be able to ensure the network administration and to perform the routine maintenance of the computer equipment, design and ensure the sound operation of the ministry web site.

#### ACTIVITIES/MAIN TASKS

##### Source organizational framework

- Define and install operation protocols (access for data queries or modification);
- Contribute to install and towards the operation of a human resources management data base system of the ministry;
- Contribute to the computerization of the ministry library and cooperation projects;
- Contribute to the development of a ministry computer master plan;
- Produce the quarterly and yearly reports of activities

A programmer responsible for:

##### Source organizational framework

- Design and distribute the Ministry Web site

- Update the site information in collaboration with the department administrator responsible for the ministry information
- Implement programs used by the web site
- Improve the web site by inserting there the actual ministry objectives

Two programmers in charge of:

#### Source organizational framework

- Information and Office Technology equipment maintenance
- Installation of the new equipment and software
- Supervision of the maintenance realized by technicians and persons outside the ministry

### PARTICULAR REQUIREMENTS

- Have in-depth knowledge of data processing such as:
  - Network administration
  - Assembly of computers and their maintenance
  - Installation of programs and their updates
  - Design of the web sites
- Be available and patient
- Be ready to work overtime
- Intervene frequently in public prosecutor departments away from the head office (inside the country)
- Have a mobile telephone

### POSITION REQUIREMENTS

#### KNOWLEDGE AND QUALIFICATIONS

- Have in-depth knowledge of the data processing

#### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A1 in Data processing

#### EXPERIENCE REQUIRED

- Experience of 3 years in Data processing and equipment maintenance

#### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities. Be patient to answer calls from ministry agents.

#### PHYSICAL REQUIREMENTS

#### OTHER REQUIREMENTS

#### AGE

There are no age restrictions other than those foreseen by the labor code

#### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

## Annex C.5

### DESCRIPTION OF POSITION: RESPONSIBLE FOR STUDIES

POSITION DESCRIPTION	
<b>DIRECTION</b> Director Planning and evaluation	<b>DIVISION</b> Study and Planning Division
<b>POSITION TITLE</b> Responsible for studies	<b>CATEGORY AND GRADE</b> State employee
SUBORDINATE TO (title of the position) Division Chief of Studies and Planning	
EMPLOYEES ANSWERING TO POSITION (titles of positions)	

### GENERAL OBJECTIVE OF THE POSITION

People occupying this position have as their main objective to be able to compile data and information necessary for the design of ministry projects.

### ACTIVITIES/MAIN TASKS

- Support for the design of ministry projects;
- Compile data and information necessary for the preparation of the public investment program;
- Produce the quarterly and yearly reports of activities

## PARTICULAR REQUIREMENTS

- No particular requirements

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

- Knowledge of Windows, Word, Excel, Internet,
- Knowledge of English and French

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A1 in economics; liberal arts, Management, Public Administration + 3 years experience in services responsible for studies and planning or for economic development.

### EXPERIENCE REQUIRED

- Experience of 3 years in services responsible for studies and planning or for economic development.

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make decisions concerning his/her tasks and independent activities.

## PHYSICAL REQUIREMENTS

### OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

## Annex C.6

### DESCRIPTION OF POSITION: DIVISION CHIEF

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director of Planning and evaluation	Studies and Planning Division
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Responsible for tracking and assessment	State employee
SUBORDINATE TO (title of the position)	
Division Chief of Studies and Planning	
EMPLOYEES ANSWERING TO POSITION (titles of positions)	

### GENERAL OBJECTIVE OF THE POSITION

Ensure tracking and evaluate programs and activities fixed by the ministry action plan.

### ACTIVITES/MAIN TASKS

- Ensure the tracking, the coordination, the assessment and the control of projects devoted to the Ministry of Justice and institutional relations;
- Evaluate the realization of programs and activities fixed by the ministry action plan

## PARTICULAR REQUIREMENTS

- No particular requirement

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

- Knowledge of Windows, Word, Excel, Internet as well as the Microsoft Project program
- Knowledge of English and French

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A1 in liberal arts, economics, public administration or management.

### EXPERIENCE REQUIRED

- Experience of 3 years in services responsible for tracking and assessment.

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

### OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

# **Division of Legislation & service to the community**

## **Annex D**



## **Introduction**

*The Division of Legislation and Community services is a Division that has as its main objective to coordinate all the legislation activities of the country.*

*This Division is constituted by:*

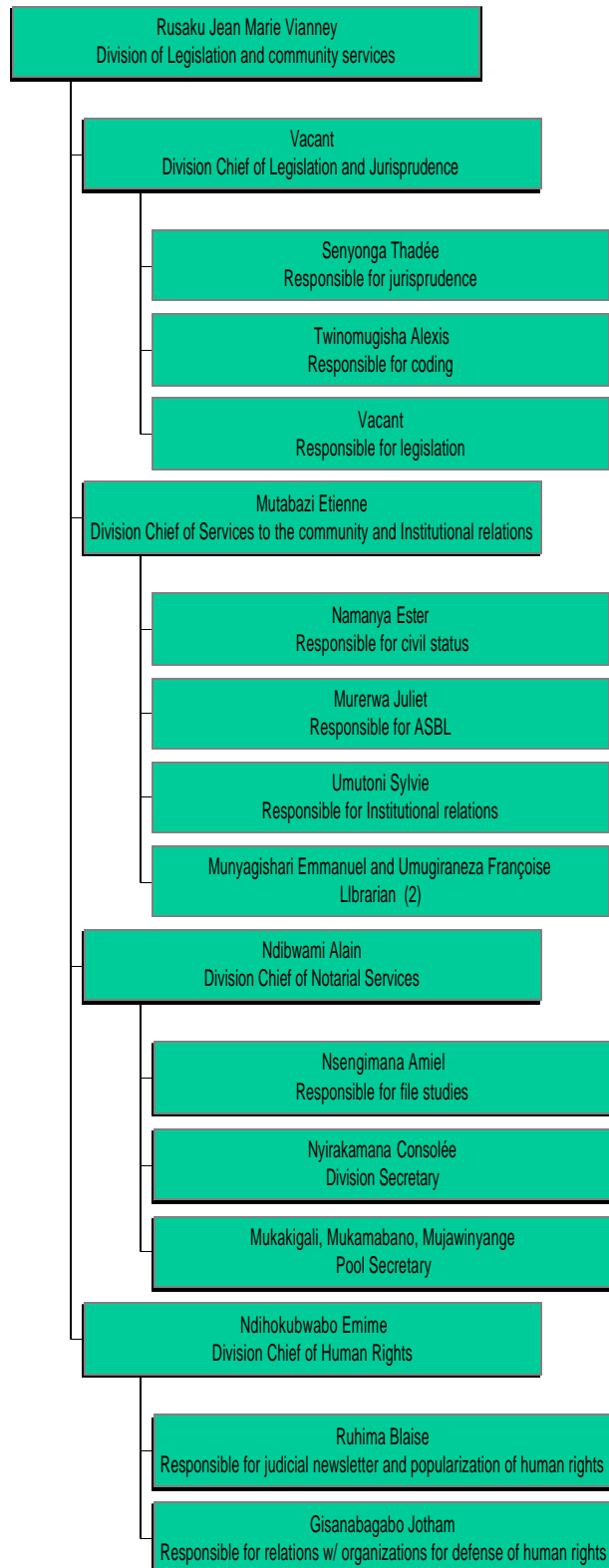
*- 4 divisions, 9 other different services, 2 librarians and 4 secretaries.*

A lot of information summarized in this part comes from to the organizational framework of February 2003. Following the update to this organization chart, the data are nearly the same as those of the Organizational framework

## DESCRIPTION OF POSITION: DIRECTOR OF LEGISLATION AND COMMUNITY SERVICES

### ORGANIZATIONAL CHART

Organizational chart of the Division of Legislation and services to the community



## Annex D.1

<b>POSITION DESCRIPTION</b>	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director of Legislation and community services	
<b>POSITION TITLE</b>	<b>CATEGORY:</b>
Director	<b>GRADE:</b> Director
<b>SUBORDINATE TO</b> (title of position)	
General Secretary	
<b>EMPLOYEES ANSWERING TO POSITION</b> (title of positions)	
<ul style="list-style-type: none"> <li>• Division Chief (4)</li> <li>• Responsible for various services (9)</li> <li>• Librarians (2)</li> <li>• Secretary (4)</li> </ul> Total employees: 19	

### GENERAL OBJECTIVE OF THE POSITION

*The Division of legislation and community services has as its main objective to coordinate all legislation activities in the country.*

### ACTIVITES/MAIN TASKS

#### Organizational framework

- Plan, organize, coordinate, control and evaluate Division activities;
- Coordinate legislation activities in the country;
- Deliver the legislation and custom certificate;
- Collaborate with the national and international bodies of a legal nature;
- Serve notices on extraditions;
- Ensure the tracking of the consistency of Division agents;
- Produce the quarterly and yearly reports of Division activities

## PARTICULAR REQUIREMENTS

- Ensure and maintain relations with the other Ministry divisions

## POSITION REQUIREMENTS

## KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use English and French;

## STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

A0 in Law.

## EXPERIENCE REQUIRED

Experience of 5 years in the exercise of Law.

## PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

## REMARKS AND RECOMMENDATIONS

No remarks

## Annex D.2

### DESCRIPTION OF POSITION: CHIEF OF DIVISION

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>  Central administration	
<b>DIVISION</b>  Directors of the Legislation and Services	<b>DIVISION</b>  Division of Legislation and Jurisprudence
<b>POSITION TITLE</b>  Division Chief	<b>CATEGORY AND GRADE</b>
<b>SUBORDINATE TO</b> (position title)  Director of the Planning and evaluation	
<b>EMPLOYEES ANSWERING TO POSITION</b> (title of positions)  Responsible for different service (3)  Total employees is: 3	

### GENERAL OBJECTIVE OF THE POSITION

This Division has as a main objective to provide services and advice on law bills, decrees and regulations.

### ACTIVITES/MAIN TASKS

- prepare law bills, decrees and regulations;
- coordinate the work of legislation initiated in the ministry's various legal services;
- give legal notices on law bills or regulations;
- examine the files relative to presidential pardon and the contingent release;
- produce the quarterly and yearly reports of activities.

## PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of the judicial procedure
- Assure and maintain relations with other services of the ministry
- Know how to use the Microsoft Project program

## POSITION REQUIREMENTS

## KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Have a solid background in human resource management
- Use of English and French;

## STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

A0 in Law with at least 3 years of practice in the field of Law

## EXPERIENCE REQUIRED

Experience of at least 3 years in the field of Law.

## PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### HOURS OF WORK

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

## REMARKS AND RECOMMENDATIONS

No remarks

### Annex D.3

#### DESCRIPTION OF POSITION: DIVISION CHIEF OF COMMUNITY SERVICES AND INSTITUTIONAL RELATIONS

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director to the legislation and community services	Division community services and institutional relations
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Division Chief of community services and institutional relations	
SUBORDINATE TO (title of position) Director of legislation and jurisprudence	
EMPLOYEES ANSWERING TO POSITION (title of positions)	
Responsible for various services (3)	
Library (2)	
Total employees: 5	

#### GENERAL OBJECTIVE OF THE POSITION

The main objective of this Division is to ensure good relations between state bodies, the non-governmental organizations and civil societies

#### ACTIVITIES/MAIN TASKS

##### Source Organizational framework

- track the keeping of civil status acts;
- perform the inspection of registry offices;
- examine requests relative to nationality;
- give legal notices on the case of inhumation and exhumation;
- study the problems relative to successions or confiscations;
- examine requests for obtaining the legal entity for profit motivated partnerships;
- produce the quarterly and yearly reports of activities;

- coordinate programs with a view to promotion of good relation between state bodies, non-governmental organizations and the civil society

#### PARTICULAR REQUIREMENTS

- Have a background of the right training
- Work with the computer

#### POSITION REQUIREMENTS

##### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet
- Use of English and French;

##### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A0 in Law with at least 3 years of practice in the field of Law

##### EXPERIENCE REQUIRED

- Experience of 3 years in the field of Law

##### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make decisions concerning his/her tasks and independent activities.

#### PHYSICAL REQUIREMENTS

#### OTHER REQUIREMENTS

#### AGE

There are no age restrictions other than those foreseen by the labor code

#### HOURS OF WORK

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.



#### Annex D.4

#### DESCRIPTION OF POSITION: DIVISION CHIEF OF NOTARY SERVICES

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>  Central administration	
<b>DIRECTION</b>  Director of legislation and community services	<b>DIVISION</b>  Notary Services Division
<b>POSITION TITLE</b> Division Chief of Notary services	<b>CATEGORY AND GRADE</b>
<b>SUBORDINATE TO</b> (title of position)  Director of legislation and jurisprudence	
<b>EMPLOYEES ANSWERING TO POSITION</b> (title of positions)  <ul style="list-style-type: none"><li>• Responsible for different service (2)</li><li>• Pool Secretary (2)</li></ul> Total employees: 4	

#### GENERAL OBJECTIVE OF THE POSITION

The main objective of this Division is to coordinate national office activities, to authenticate and file notarized acts.

#### ACTIVITES/MAIN TASKS

##### Source Organizational framework

- authenticate and file notary acts;
- coordinate activities of national offices;
- collaborate with services responsible for building registration;
- supervise the public sales of buildings registered in the staff service;
- participate in the definition of the real estate policy and legislation;
- produce the quarterly and yearly reports of activities

## PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of judicial procedure

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use of English and French;

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A0 in Law

### EXPERIENCE REQUIRED

- Experience of 3 years in the practice of law

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

### OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### HOURS OF WORK

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

## Annex D.5

### DESCRIPTION OF POSITION: DIVISION CHIEF OF HUMAN RIGHTS

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director of legislation and community services	Division of human rights
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Division Chief of human rights	
SUBORDINATE TO (title of position)	
Director of legislation and jurisprudence	
EMPLOYEES ANSWERING TO POSITION (title of positions)	
<ul style="list-style-type: none"><li>• Responsible for different service (2)</li></ul>	
Total employees : 2	

### GENERAL OBJECTIVE OF THE POSITION

The main objective of this Division is to coordinate all the activities corresponding to human rights

### ACTIVITES/MAIN TASKS

#### Source Organizational framework

- Compile reports on human rights;
- Collaborate with the national and international organizations for defense of human rights;
- Participate in meetings and conferences on human rights;
- Participate in the preparation of the commemorative days of human rights every year;
- Sustain actions encouraging the respect of human rights;
- Make propositions concerning the harmonization of the national legislation to the international conventions relative to human rights;

- Produce reports

## PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of judicial procedure
- Ensure and maintain relations with other services of the ministry

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use English and French;

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A0 in Law

### EXPERIENCE REQUIRED

- Experience of 3 years in the practice of Law

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

### PHYSICAL REQUIREMENTS

### OTHER REQUIREMENTS

#### AGE

There are no age restrictions other than those foreseen by the labor code

#### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

## Annex D.6

### DESCRIPTION OF POSITION: RESPONSIBLE FOR JURISPRUDENCE

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIVISION</b>	<b>DIVISION</b>
Director of legislation and community services	Division of Legislation and Jurisprudence
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Responsible for jurisprudence	State employee
<b>SUBORDINATE TO</b> (title of the position )	
Division Chief of Legislation and Jurisprudence	
<b>EMPLOYEES ANSWERING TO POSITION</b> (titles of positions)	

### GENERAL OBJECTIVE OF THE POSITION

The main objective of this service is to compile data on judgments and ordinances, legislation and customs, foreign jurisprudence etc.

### ACTIVITES/MAIN TASKS

#### Source Organizational framework

- compile and exploit judgments and ordinances
- perform research in field of legislation and customs;
- collect the documentation in respect to the comparative law;
- prepare compilations of jurisprudence;
- contribute to the study of national jurisprudence;
- compile the documentation with respect to foreign jurisprudence

## PARTICULAR REQUIREMENTS

- have an in-depth knowledge of the judicial procedure
- ensure and maintain relations with other ministry services

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use English and French;

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A0 in Law

### EXPERIENCE REQUIRED

- Experience of 2 years in the field of law

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

### PHYSICAL REQUIREMENTS

### OTHER REQUIREMENTS

#### AGE

There are no age restrictions other than those foreseen by the labor code

#### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

## Annex D.7

### DESCRIPTION OF POSITION: RESPONSIBLE FOR CODING

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director of legislation and community services	Responsible for coding
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Responsible for coding	State employee
<b>SUBORDINATE TO</b> (title of the position)	
Division Chief of Legislation and Jurisprudence	
<b>EMPLOYEES ANSWERING TO POSITION</b> (titles of positions)	

### GENERAL OBJECTIVE OF THE POSITION

The main objective of this service is the preparation of codes and laws, legal reviews; keeping of alphabetized and chronological tables of the legislation, compilations of legislation etc.

### ACTIVITES/MAIN TASKS

#### Source Organizational framework

- keeping of compilations of legislation, instructions, circulars and decisions of a legal nature;
- keeping of alphabetized and chronological tables of the legislation;
- preparation of codes and laws;
- involvement in the preparation of the legal review;
- development of the quarterly and yearly activities reports.

#### PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of the legal procedure
- Assure and maintain relations with other ministry services

#### POSITION REQUIREMENTS

#### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use of English and French;

#### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A0 in Law

#### EXPERIENCE REQUIRED

- Experience of 2 years in the field of law

#### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

#### PHYSICAL REQUIREMENTS

#### OTHER REQUIREMENTS

#### AGE

There are no age restrictions other than those foreseen by the labor code

#### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.



## Annex D.8

### DESCRIPTION OF POSITION: RESPONSIBLE FOR THE LEGISLATION

<b>POSITION DESCRIPTION</b>	
<b>POSITION LOCATION</b>  Central administration	
<b>DIVISION</b> Director of legislation and community services	<b>DIVISION</b> Responsible for legislation
<b>POSITION TITLE</b>  Responsible for legislation	<b>CATEGORY AND GRADE</b>  State employee
<b>SUBORDINATE TO</b> (title of position)  Division Chief of Legislation and Jurisprudence	
<b>EMPLOYEES ANSWERING TO POSITION</b> (titles of positions)	

### GENERAL OBJECTIVE OF POSITION

The main objective of this service is to initiate the work of legislation as well as to give the legal notices on bills and regulations

### ACTIVITES/MAIN TASKS

#### Source Organizational framework

- initiate the work of ministry legislation;
- give legal notices on law bills and regulations

### PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of the judicial procedure
- Assure and maintain relations with other ministry services

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use of English and French;

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A0 in Law

### EXPERIENCE REQUIRED

- Experience of 2 years in the field of law

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make decisions concerning his/her tasks and independent activities.

### PHYSICAL REQUIREMENTS

### OTHER REQUIREMENTS

#### AGE

There are no age restrictions other than those foreseen by the labor code

#### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

## Annex D.9

### DESCRIPTION OF POSITION: RESPONSIBLE FOR JURISPRUDENCE

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director of legislation and community services	Division of Community services and Institutional relations
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Responsible for civil registry	State employee
<b>SUBORDINATE TO</b> (title of the position)	
Division Chief of Community services and institutional relations	
<b>EMPLOYEES ANSWERING TO POSITION</b> (titles of positions)	

### GENERAL OBJECTIVE OF THE POSITION

The main objective of this service is to ensure the keeping of acts and the inspection of civil registry offices.

### ACTIVITES/MAIN TASKS

#### Source Organizational framework

- tracking of the keeping of the civil registry acts;
- inspection of civil registry offices;
- examination of requests relative to nationality and changes of name

## PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of the judicial procedure
- Assure and maintain relations with other ministry services

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use of English and French;

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A0 in Law

### EXPERIENCE REQUIRED

- Experience of 2 years in the field of law

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

DESCRIPTION OF POSITION: RESPONSIBLE FOR JURISPRUDENCE

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director of legislation and community services	Division of community services and institutional relations
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Responsible for the ASBL	State employee
SUBORDINATE TO (title of the position)	
Division Chief of community services and institutional relations	
EMPLOYEES ANSWERING TO POSITION (titles of positions)	

GENERAL OBJECTIVE OF THE POSITION

The main objective of this service is to analyze all files corresponding to the ASBL.

ACTIVITES/MAIN TASKS

Source Organizational framework

- Examination of requests for obtaining legal identity and change of legal representatives of the ASBL
- Keeping the ASBL register up-to-date

## PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of legal procedure

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use of English and French;

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A0 in Law

### EXPERIENCE REQUIRED

- Experience of 2 years in the field of law

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

DESCRIPTION OF POSITION: RESPONSIBLE FOR JURISPRUDENCE

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director to the legislation and community services	Division Community services and institutional relations
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Responsible for institutional relations	State employee
<b>SUBORDINATE TO</b> (title of the position)	
Division Chief to Community Services and institutional relations	
<b>EMPLOYEES ANSWERING TO POSITION</b> (titles of positions)	

GENERAL OBJECTIVE OF THE POSITION

The main objective of this service is to coordinate the good relations between state bodies and other organizations.

ACTIVITIES/MAIN TASKS

Source Organizational framework

- Coordinate programs with a view to promoting good relations between state bodies and the non-governmental organizations and the civil society: NGOs, Religious Professions, Professional Associations and Companies under private law.

## PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of legal procedure
- Assure and to maintain relations with other ministry services

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use of English and French;

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A0 in Law

### EXPERIENCE REQUIRED

- Experience of 2 years in the field of law

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.



DESCRIPTION OF POSITION: RESPONSIBLE FOR JURISPRUDENCE

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director of legislation and community services	Division of Community services and institutional relations
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Librarian	State employee
<b>SUBORDINATE TO</b> (title of the position)	
Division Chief of community services and institutional relations	
<b>EMPLOYEES ANSWERING TO POSITION</b> (titles of positions)	

GENERAL OBJECTIVE OF THE POSITION

The main objective of this service is to ensure sound management of the ministry library.

ACTIVITIES/MAIN TASKS

Source Organizational framework

- Organization and management of the ministry library
- keeping of entry and check-out cards of ministry documents;
- establishment of requirements in general usage documentation;
- purchase of general usage documents;
- supervision of the library maintenance;
- inventory of library documents and their physical state;
- production of quarterly and yearly activities reports

## PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of legal procedureσ
- Assure and maintain relations with other ministry services

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use of English and French;

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A2 in Law and Administration or Secretarial + 1 year of experience in a library

### EXPERIENCE REQUIRED

- Experience of 1 year in the library field

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

### PHYSICAL REQUIREMENTS

### OTHER REQUIREMENTS

#### AGE

There are no age restrictions other than those foreseen by the labor code

#### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

Annex D.13

DESCRIPTION OF POSITION: RESPONSIBLE FOR JURISPRUDENCE

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>  Central administration	
<b>DIRECTION</b>  Director of legislation and community services	<b>DIVISION</b>  Division of Notary services
<b>POSITION TITLE</b>  Responsible of the file survey	<b>CATEGORY AND GRADE</b>  State employee
SUBORDINATE TO (position title)  Division Chief of Notary services	
EMPLOYEES ANSWERING TO POSITION (titles of positions)	

GENERAL OBJECTIVE OF THE POSITION

The main objective of this service is to study files, verify their authentication.

ACTIVITES/MAIN TASKS

Source Organizational framework

- authentication of acts;
- legislation for signature;
- production of the quarterly and yearly reports of activities

## PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of the judicial procedure
- Assure and maintain relations with other ministry services

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use of English and French;

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A2 in Law and Administration or Secretarial services + 1 year of experience in a library

### EXPERIENCE REQUIRED

- Experience of 2 years in the exercise of law

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

### PHYSICAL REQUIREMENTS

### OTHER REQUIREMENTS

#### AGE

There are no age restrictions other than those foreseen by the labor code

#### HOURS OF WORK

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

DESCRIPTION OF POSITION: RESPONSIBLE FOR JURISPRUDENCE

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director of legislation and community services	Division of Notary services
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Division Secretary	State employee
SUBORDINATE TO (position title)	
Division Chief of Notary services	
EMPLOYEES ANSWERING TO POSITION (titles of positions)	

GENERAL OBJECTIVE OF THE POSITION

The main objective of this service is to prepare and correct documents for signature.

ACTIVITIES/MAIN TASKS

Source Organizational framework

- Prepare documents for submission for the Notary's signature
- Correct documents for submission to the Notary
- Take care of all other tasks entrusted to him/her by the Division Chief

## PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of legal procedures
- Ensure and to maintain relations with other ministry services

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use of English and French;

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A2 in Law in Secretarial Studies, Letters, Law, Administration or Social Studies

### EXPERIENCE REQUIRED

- Experience of 2 years in a secretary's position

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

DESCRIPTION OF POSITION: RESPONSIBLE FOR JURISPRUDENCE

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director of legislation and community services	Division of human rights
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Responsible for the judicial newsletter and popularization of human rights	State employee
SUBORDINATE TO (title of the position)	
Division Chief of human rights	
EMPLOYEES ANSWERING TO POSITION (titles of positions)	

GENERAL OBJECTIVE OF THE POSITION

The main objective of this service is to develop all activities corresponding to human rights.

ACTIVITES/MAIN TASKS

Source Organizational framework

- Develop and present radio and television broadcasts on human rights;
- Compile reports on human rights;
- Collaborate with the national and international organizations for defense of human rights;
- Participate in meetings and conferences on human rights;
- Participate in the preparation of the commemorative days of human rights every year;
- Uphold actions encouraging respect of human rights;
- Make propositions concerning the harmonization of national legislation to international conventions relative to human rights
- Produce the quarterly and yearly reports of activities

## PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of the judicial procedure
- Assure and to maintain relations with other ministry services

## POSITION REQUIREMENTS

### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- Use of English and French;

### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A0 in Law

### EXPERIENCE REQUIRED

- Experience of 1 year in this field

### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and to distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

## PHYSICAL REQUIREMENTS

## OTHER REQUIREMENTS

### AGE

There are no age restrictions other than those foreseen by the labor code

### HOURS OF WORK

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.



DESCRIPTION OF POSITION: RESPONSIBLE FOR JURISPRUDENCE

POSITION DESCRIPTION	
<b>POSITION LOCATION</b>	
Central administration	
<b>DIRECTION</b>	<b>DIVISION</b>
Director to the legislation and community services	Division of human rights
<b>POSITION TITLE</b>	<b>CATEGORY AND GRADE</b>
Responsible for relations with the international and national bodies for defense of human rights	State employee
SUBORDINATE TO (title of the position)	
Division Chief of human rights)	
EMPLOYEES ANSWERING TO POSITION (titles of positions)	

GENERAL OBJECTIVE OF THE POSITION

The main objective of this service is to participate in, uphold and to put forward proposals on all activities corresponding to human rights.

ACTIVITIES/MAIN TASKS

Source Organizational framework

- compile reports on human rights;
- collaborate with the national and international organizations for defense of human rights;
- participate in meetings and conferences on human rights;
- participate in the preparation of the commemorative days of human rights every year;
- uphold actions encouraging the respect of human rights;
- make proposals concerning the harmonization of the national legislation to international conventions relative to human rights;

- produce the periodic reports on the human rights situation;
- produce quarterly and yearly reports of activities.

#### PARTICULAR REQUIREMENTS

- Have an in-depth knowledge of the legal procedure
- Assure and maintain relations with other ministry services

#### POSITION REQUIREMENTS

#### KNOWLEDGE AND QUALIFICATIONS

The person occupying this position must:

- Know how to use the computer such as: Windows, Word, Excel, PowerPoint and Internet;
- User English and French;

#### STUDIES UNDERTAKEN, QUALIFICATIONS AND SPECIAL TRAINING,

- A0 in Law

#### EXPERIENCE REQUIRED

- Experience of 1 year in this field

#### PERSONALITY REQUIREMENTS

Capable of teamwork, to serve as an example and motivate subordinates, delegate and distribute tasks to subordinates, make independent decisions concerning his/her tasks and activities.

#### PHYSICAL REQUIREMENTS

#### OTHER REQUIREMENTS

#### AGE

There are no age restrictions other than those foreseen by the labor code

#### WORK HOURS

Observe working hours established for all employees by the ministry: from 7h00 in the morning to 15h30 with a break from 12h00 to 12h30.

**Task 3. Complete administrative procedures manuals for the Planning, Human Resources, Finance, Inventory, Stock, Data Supply and Compilation services.**

### **Task 3. Complete administrative procedures manuals for the Planning, Human Resources, Finance, Inventory, Stock, Data Supply and Compilation services.**

#### **Introduction**

The objective of this manual is to provide the necessary information which will permit mastering the necessary procedures for the data analysis and processing to MINIJUST agents especially in the Planning Division, the data collection services, human resource Division (Finance, inventory, stock management and supply).

After reading the financial management procedures manual from June 2000, and while making the comparison with the current MINIJUST system, we noted that the manual is still up to date, there is nothing particularly to modify in the procedures concerning the Human Resources Division (Finance, inventory, stock and supply management).

#### **Division Planning and evaluation**

This Division has as its main objective the coordination of all ministry activities.

After the interview we had with the Director of the planning and evaluation (ai) Mr. Ndagijimana Emmanuel, we only surveyed the information concerning the following elements:

- Technical notices
- Represent the ministry in government meetings
- Preparation of projects
- Preparation of Ministry policies and sector strategies
- Coordination of projects operating with the Ministry
- Management of correspondences

#### **The technical notices**

The Division of planning and evaluation, has specialists in different domains, on this all the files that must be processed are sent to this Division by notice

##### **Procedure**

- Receive files coming from the SG
- give notices
- send documents back to the SG

*Activities (Represent the Ministry in all government meetings)*

##### **Procedure**

- The SG receives the invitation to participate in meetings
- The invitation is sent to the Planning Division

- The directive affects the person specialized in this domain
- Involvement in the meeting
- Establishment of the report or minutes of the meeting
- Send the copy of this report to the SG

*Strategic terms document (July, and August of every year)*

This document includes the priority activities, it is established during July and August of every year, since from this document the budget can be prepared for the following year. At the time of this report's preparation, there is MINECOFIN's assistance.

### **Preparation of Ministry policies and sector strategies**

This meeting is organized in the scope to allow ministries to prepare the strategic terms

- Coordination of the meeting by MINECOFIN
- Organize meetings with all Ministries
- Give some instructions necessary for the execution of strategies and policies

### **Development of the project**

The Division of the Planning and Evaluation organizes at the end of every year (December and January) a meeting with all divisions so as to be able to prepare the following year's budget. The following stages are observed:

Procedure

- Organize a meeting of divisions (activities to be planned)
- Presentation of activities to be planned by the different Divisions
- Analyze and review the feasibility
- Keep what is feasible
- Compilation
- Send the proposal to the SG
- Amendment
- Retouching by the Planning Division
- Development of the final document

### **Coordination of operating projects with the Ministry**

Procedure

- Convening of coordination meetings and tracking of project activities
- Use of reports given by the projects

- Prepare the minutes and recommendations of the meeting report.

## **Data collection**

The Administration Division processes the statistical data from all public prosecutor departments of Rwanda, these data are summarized in 15 tables.

The consultant has designed the statistical form models used in all public prosecutor departments and training has been organized with all secretaries of public prosecutor departments on the use of these forms.

You will find attached the two files designed in Excel for details of forms (Report of public prosecutor departments and Minijust Report)

N.B. Regarding the design of these forms this work has been done in the first report by consultant Barema Edouard

Following the assignment of tasks given to the consultant so as to prepare the procedures manual in this data collection service, we note that there are no manuals to prepare because there are no statistical reports which have been prepared in a regular fashion.

### *Collection of statistical data*

#### **Procedure**

- Statistical table models are filled out monthly by the secretaries of each public prosecutor departments, quarterly and annually
- These files are sent in to the Administration Division of the Justice Department.

These data are summarized for processing

### List of Acronyms used in this report

Acronym	English	French
MSD	Management Sciences for Development Inc.	Management Sciences for Development Inc.
Tde R	Termes de reference	Terms of Reference
MINIJUST	Ministère de la Justice	Ministry of Justice
DRHSA	Direction des Ressources Humaines et Services d'Appui	Department of Human Resources and Support Services
DPE	Direction de la Planification et de l'Evaluation	Department of Planning and Evaluation
DAJ	Direction de l'Administration de la Justice	Department of Justice Administration
DLSC	Direction de la Législation et Services à la Communauté	Office of Legislation and Community Affairs
SCAJE	Service du Contentieux et des Affaires Juridiques de l'Etat	State Legal Affairs & Litigation Department
AUGECO	(Rwandan Auditing and Management Consulting Firm)	AUGECO
OAG	Office de l'Auditeur Général	Office of the Auditor General
CS	Cour Suprême	Supreme Court
PGCS	Parquet Général près la Cour Suprême	Office of the Attorney General
MINECOFIN	Ministère des Finances et de la Planification Economique	Ministry of Finance and Economic Planning
MINITRAP	Ministère des Travaux Publics	Ministry of Public Works
CNFJ	Centre National de Formation Judiciaire	National Judicial Training Center
DAFL	Division des Affaires Financières et de la Logistique	Department of Financial and Logistical Affairs
DGDRH	Division Gestion et Développement des Ressources Humaines	Department of Management and Human Resource Development
ARD	Associates in Rural Development	Associates in Rural Development
USAID	United States Agency for International Development	United States Agency for International Development